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bizhub C25

User's Guide
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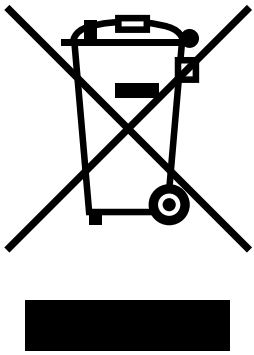

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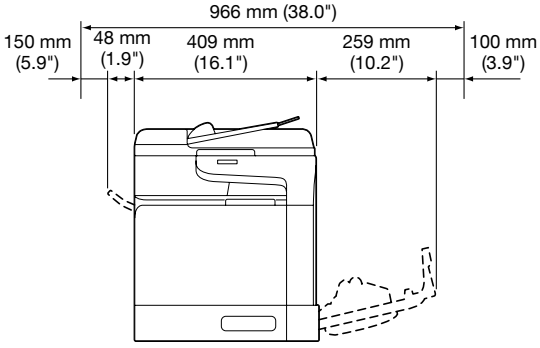
1 *Introduction*

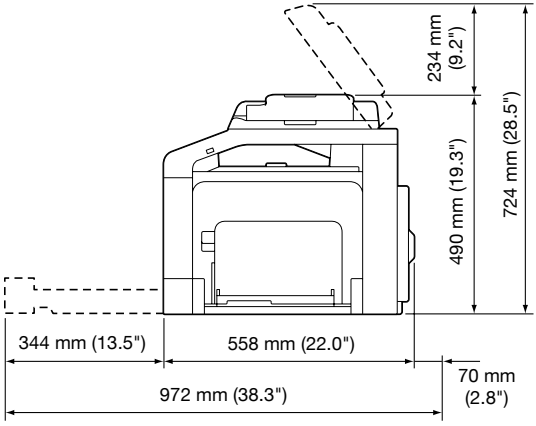
Getting Acquainted with Your Machine

Space Requirements

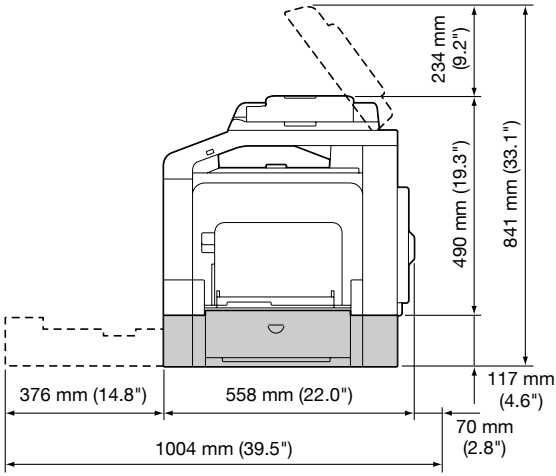
To ensure easy operation, consumable replacement and maintenance, adhere to the recommended space requirements detailed below.



Front View



Side View



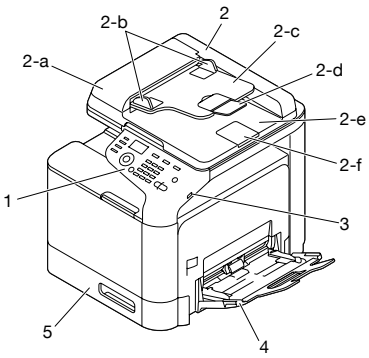
Side View with Options

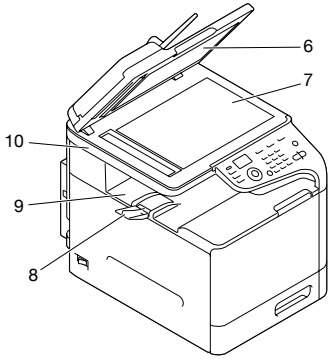
The option appears shaded in the above illustrations.

Part Names

The following drawings illustrate the parts of your machine referred to throughout this guide, so please take some time to become familiar with them.

Front View





1 Control panel

2 Automatic Document Feeder (ADF)

- 2-a ADF feed cover
- 2-b Document guide
- 2-c Document feed tray
- 2-d Extension tray
- 2-e Document output tray
- 2-f Document stopper

The ADF may appear as "document cover" in some status and error messages.

Lower the document stopper when scanning Legal-size paper with the ADF.

3 USB HOST port

4 Tray 1 (Manual feed tray)

5 Tray 2

6 Original cover pad

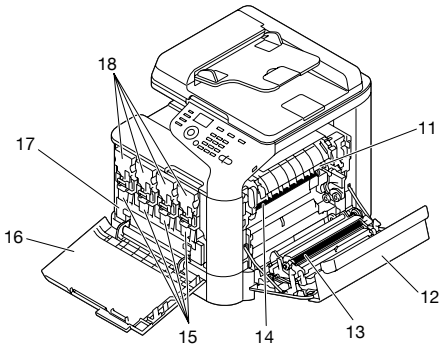
7 Original glass

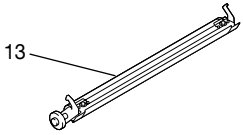
8 Extension tray

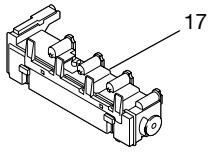
9 Output tray

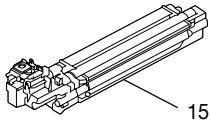
10 Scanner unit

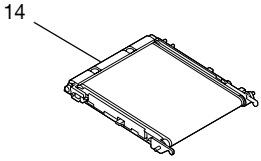
11 Fuser unit
12 Right door
13 Transfer roller
14 Transfer belt unit
15 Imaging unit(s)
16 Front cover
17 Waste toner bottle
18 Toner cartridge(s)

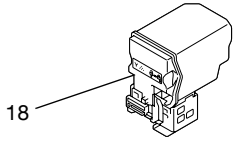






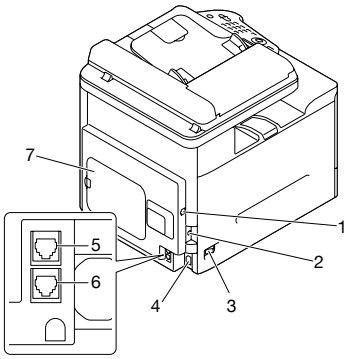






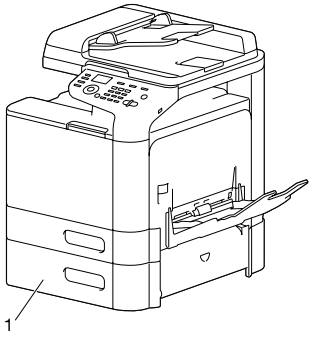
Rear View

1 10Base-T/100Base-TX/ 1000Base-T (IEEE 802.3) Ethernet interface port
2 USB port
3 Power switch
4 Power connection
5 LINE (telephone line) jack
6 TEL (telephone) jack
7 Rear cover



Front View with Options

1 Lower Feeder Unit PF-P09 (Tray 3)



Drivers CD/DVD

Printer Drivers (PostScript Drivers)

Drivers	Use/Benefit
Windows XP/Vista/7/Server 2003/ Server 2008	These drivers give you access to all of the printer features, including finishing and advanced layout. For details, refer to “Displaying Printer Driver Settings (for Windows)” on page 4-5.
Windows XP/Vista/7/Server 2003/ Server 2008/Server 2008 R2 for 64bit	

A specific PPD file has been prepared for applications (such as Page Maker and Corel Draw) that require that a PPD file be specified when printing.
When specifying a PPD file while printing on Windows XP, Vista and Server 2003, use the specific PPD file provided on the Drivers CD/ DVD.

Printer Drivers (PCL Drivers)

Drivers	Use/Benefit
Windows XP/Vista/7/Server 2003/ Server 2008	These drivers give you access to all of the printer features, including finishing and advanced layout. For details, refer to “Displaying Printer Driver Settings (for Windows)” on page 4-5.
Windows XP/Vista/7/Server 2003/ Server 2008/Server 2008 R2 for 64bit	

Printer Drivers (XPS Drivers)

Drivers	Use/Benefit
Windows Vista/7/Server 2008	These drivers give you access to all of the printer features, including finishing and advanced layout. For details, refer to “Displaying Printer Driver Settings (for Windows)” on page 4-5.
Windows Vista/7/Server 2008/ Server 2008 R2 for 64bit	

Printer Drivers (PPD Files)

Drivers	Use/Benefit
Mac OS X (10.3.9/10.4/10.5/10.6)	These files are required in order to use the printer driver for each operating system. For details of the Macintosh and Linux printer driver, refer to the [Reference Guide] on the Documentation CD/DVD.
Red Hat Enterprise Linux 5 Desktop, SUSE Linux Enterprise Desktop 10	

Scanner Drivers

Drivers	Use/Benefit
TWAIN Driver for Windows XP/Vista/7/Server 2003/Server 2008/Server 2008 R2	These drivers enable you to set scanning functions, such as the color setting and size adjustments. For details, refer to "Windows TWAIN Driver Settings" on page 7-3.
TWAIN Driver for Mac OS X 10.3.9/10.4/10.5/10.6	
WIA Driver for Windows XP/Vista/7/Server 2003/Server 2008	This driver enables you to set scanning functions, such as the color setting and size adjustments. For details, refer to "Windows WIA Driver Settings" on page 7-5.
WIA Driver for Windows XP/Vista/7/Server 2003/Server 2008/Server 2008 R2 for 64bit	

Windows TWAIN driver does not correspond to 64-bit applications though it corresponds to 32-bit applications on 64-bit OS.

PC Fax Drivers

Drivers	Use/Benefit
Windows XP/Vista/7/Server 2003/ Server 2008	These drivers enable you to specify fax settings, such as the paper settings for sending faxes and the settings for editing the address book. For details, refer to the [Facsimile User's Guide] on the Documentation CD/ DVD.
Windows XP/Vista/7/Server 2003/ Server 2008/Server 2008 R2 for 64 bit	

For details on the installation of the drivers, refer to the [Installation Guide] on the Documentation CD/DVD.

For details of the Macintosh and Linux drivers, refer to the [Reference Guide] on the Documentation CD/DVD.

Applications CD/DVD

Applications

Applications	Use/Benefit
Download Manager (Windows XP/Vista/7/Server 2003/ Server 2008/Server 2008 R2, Mac OS X 10.3.9/10.4/10.5/10.6)	This utility, which can be used only if the optional Hard Disk Kit HD-P03 or CompactFlash card is installed, enables fonts and overlay data to be downloaded to the machine hard disk. For details, refer to the Download Manager online help.
Local Setup Utility (LSU)	This software enables destinations (scanning and faxing) in the favorite list, in speed dialing and in group dialing to be created or edited from the computer. In addition, the status of this machine can be checked. For details, refer to the [Reference Guide] on the Documentation CD/ DVD.

LinkMagic	This software enables scanned documents to be saved in a file, processed, mail attached, and printed out. For details, refer to the [Reference Guide] on the Documentation CD/DVD.
PageScope NetCare Device Manager	Printer management functions such as status monitoring and network settings can be accessed. For details, refer to the PageScope Net Care Device Manager User's Guide on the Applications CD/DVD.
PageScope Enterprise Suite Plug-In	This plug-in provides the additional functions of PageScope Enterprise Suite, which enables centralized management of devices and permission management.
PageScope Direct Print	This application provides functions for sending PDF and TIFF files directly to this machine to be printed. For details, refer to the PageScope Direct Print User's Guide on the Applications CD/DVD.

Documentation CD/DVD

Documentation

Documentation	Use/Benefit
Installation Guide	This manual provides installation details that must be performed in order to use this machine, such as setting up the machine and installing the drivers.
Printer/Copier/Scanner User's Guide (this manual)	This manual provides details on general daily operations, such as using the drivers and control panel and replacing consumables.
Facsimile User's Guide	This manual provides details on general fax operations, such as sending and receiving faxes and using the control panel.
Reference Guide	This manual provides details on installing the Macintosh and Linux drivers and on specifying settings for the network, Local Setup Utility (LSU), LinkMagic and the printer management utility.
Quick Guide	This manual provides simple procedures for print, copy, fax and scanning operations and for replacing consumables.

System Requirements

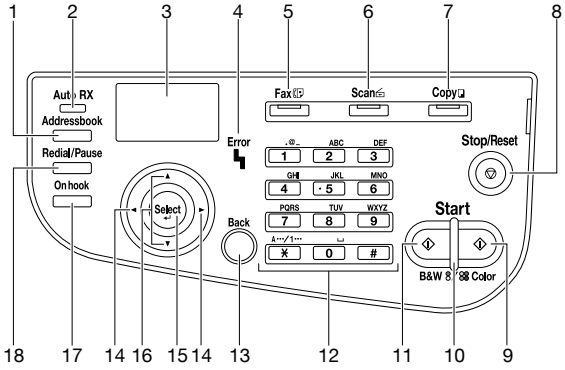
- Personal computer
  - Pentium II: 400MHz or higher
  - PowerPC G3 or later (G4 or later is recommended)
  - Macintosh equipped with an Intel processor
- Operating System
  - Microsoft Windows XP Home Edition/Professional (Service Pack 2 or later), Windows XP Professional x64 Edition, Windows Vista Home Basic/Home Premium/Ultimate/Business/Enterprise, Windows Vista Home Basic/Home Premium/ Ultimate/Business/Enterprise x64 Edition, Windows 7 Home Premium/Professional/Ultimate/Enterprise, Windows 7 Home Premium/Professional/Ultimate/Enterprise x64 Edition, Windows Server 2003, Windows Server 2003 x64 Edition, Windows Server 2008 Standard/Enterprise, Windows Server 2008 Standard/Enterprise x64 Edition, Windows Server 2008 R2 Standard/ Enterprise
  - Mac OS X (10.3.9/10.4/10.5/10.6; We recommend installing the latest patch)
  - Red Hat Enterprise Linux 5 Desktop, SUSE Linux Enterprise Desktop 10
- Free hard disk space
  256 MB or more
- RAM
  128 MB or more
- CD/DVD drive
- I/O interface
  - 10Base-T/100Base-TX/1000Base-T (IEEE 802.3) Ethernet interface port
  - USB 2.0 (High-Speed) compliant port

The Ethernet cable and USB cable are not included with the machine.

For details of the Macintosh and Linux drivers, refer to the [Reference Guide] on the Documentation CD/DVD.

2 Control Panel and Configuration Menu

About the Control Panel



Control Panel Indicators and Keys

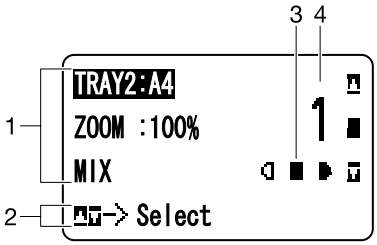
No.	Part Name	Description
1	**Addressbook** key	• Displays the information registered in the favorite list, speed dial destinations and group dial destinations. • For details, refer to “Specifying the Destination Address (Scan to E-mail/FTP/SMB)” on page 7-12.
2	**Auto RX** indicator	• Lights up when the automatic receiving function is selected. • For details, refer to the [Facsimile User’s Guide] on the Documentation CD/DVD.
3	Message window	Displays settings, menus, and messages.
4	**Error** indicator	• Indicates an error condition. • For details, refer to “Error Messages” on page 10-40.
5	**Fax** key/LED	• Enters Fax mode. • Lights up in green to indicate that the machine is in Fax mode. • For details, refer to the [Facsimile User’s Guide] on the Documentation CD/DVD.

No.	Part Name	Description
6	**Scan** key/LED	• Enters Scan mode. (Scan to E-mail, Scan to FTP, Scan to a shared folder on a computer, Scan to PC, or Scan to USB Memory) • Lights up in green to indicate that the machine is in Scan mode. • For details on the scanner functions, refer to chapter 7, “Using the Scanner”.
7	**Copy** key/LED	• Enters Copy mode. • Lights up in green to indicate that the machine is in Copy mode. • For details on the copy functions, refer to chapter 6, “Using the Copier”.
8	**Stop/Reset** key	Returns the settings to their defaults and stops functions.
9	**Start (Color)** key	Starts color copying, scanning or faxing.
10	**Start** indicator	• Lights up in blue when copying and fax transmission are possible. • Lights up in orange when copying and fax transmissions are not possible, for example, during warm-up or if an error has occurred.
11	**Start (B&W)** key	Starts monochrome copying, scanning or faxing.
12	Keypad	• Enters desired number of copies. • Enters fax numbers, mail addresses, and names of recipients. • For details on entering text, refer to “Entering Text” on page 12-8.
13	**Back** key	• Clears the specified number of copies and entered text. • Press to return to the previous screen. • Press to cancel the setting that is currently displayed.
14	◄/► keys	Moves left and right through menus, options, or choices.
15	**Select** key	Press to select the setting that is currently displayed.

No.	Part Name	Description
16	▲/▼ keys	Moves up and down through menus, options, or choices.
17	**On hook** key	• Sends and receives transmissions with the receiver on the hook. • For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
18	**Redial/Pause** key	• Recalls the last number dialed. • Inserts a pause when a number is dialed. • For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.

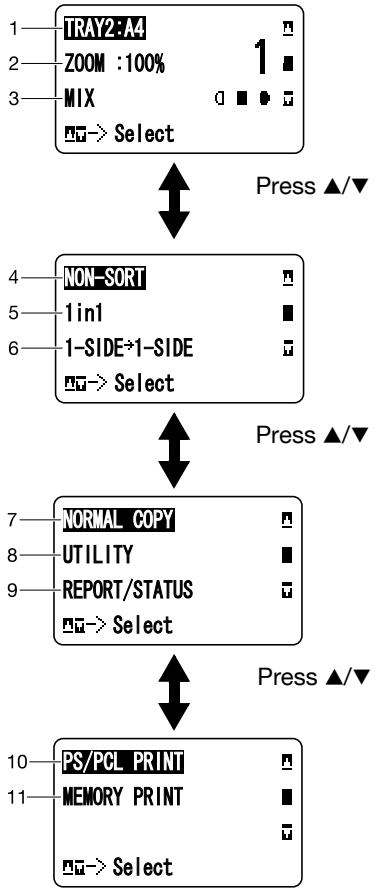
Display Indications

Main Screen (Copy Mode)



No.	Indication	Description
1	Copy settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to “Copy settings” on page 2-6.
2	Status	Depending on the situation, the machine status or an error message may appear.
3	Copy density	Indicates the copy density. [AUTO] appears when [DENSITY] is set to [AUTO] and the [TEXT] copy mode is selected.
4	Number of copies	Indicates the number of copies.

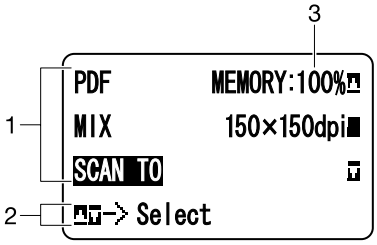
- Copy settings



No.	Indication	Description
1	Media tray	Indicates the media tray that is selected. For details on selecting the media tray, refer to “Selecting the Media Tray” on page 6-5.
2	Zoom ratio	Indicates the zoom ratio that is specified. For details on specifying the zoom ratio, refer to “Specifying the Zoom Ratio” on page 6-4.
3	Copy quality	Indicates the copy quality that is selected. For details on selecting the copy quality, refer to “Specifying the Copy Quality Setting” on page 6-3.

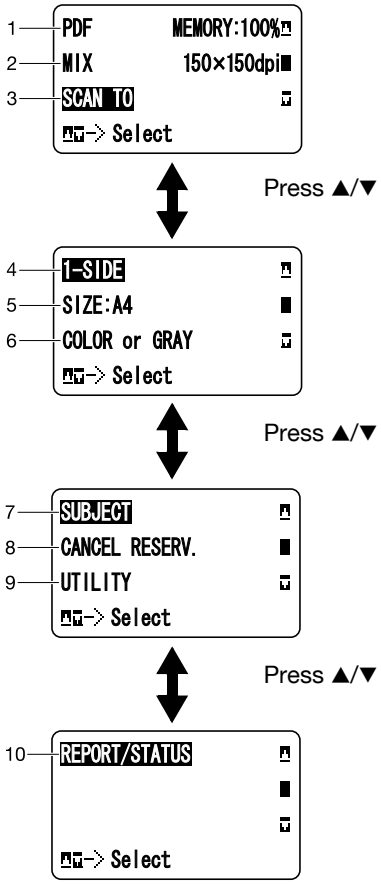
No.	Indication	Description
4	Collated (Sort) copying	Indicates whether or not collated (Sort) copying is selected. For details on selecting collated (Sort) copying, refer to “Setting Collated (Sort) Copying” on page 6-14.
5	2in1/4in1 copying	Indicates whether or not 2in1/4in1 copying is selected. For details on selecting 2in1/4in1 copying, refer to “Setting 2in1/4in1 Copying” on page 6-6.
6	Double-sided/ single-sided copying	Indicates whether double-sided copying or single-sided copying is selected. For details on selecting double-sided/single-sided copying, refer to “Setting Duplex (Double-Sided) Copying” on page 6-11.
7	Copy function	Indicates the copy function that is set. For details on setting a copy function, refer to “Setting a Copy Function” on page 6-7.
8	[UTILITY]	Select this menu item to change the various machine settings. For details, refer to “UTILITY Menu” on page 2-19.
9	[REPORT/STATUS]	Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print the reports. For details, refer to “REPORT/STATUS Menu” on page 2-15.
10	[PS/PCL PRINT]	Select this menu item to print or delete jobs stored on the machine’s hard disk (optional) and to change the settings related to PS/PCL printing. For details, refer to “PS/PCL PRINT Menu” on page 2-55.
11	[MEMORY PRINT]	Select this menu item to perform memory direct printing operations and to specify settings for these operations. For details, refer to “MEMORY PRINT Menu” on page 2-85. *This menu item appears only if an optional Hard Disk Kit HD-P03 or a CompactFlash card is installed.*

Main Screen (Scan Mode)



No.	Indication	Description
1	Scan settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to “Scan settings” on page 2-9.
2	Status	Depending on the situation, the machine status or an error message may appear.
3	Available memory	Indicates the percentage of memory available for scanning and fax operations.

- Scan settings



No.	Indication	Description
1	Data format	Indicates the data format that is selected. For details on selecting the data format, refer to “Selecting the Data Format” on page 7-27.
2	Scan quality	Indicates the scan quality that is selected. For details on selecting the scan quality, refer to “Selecting the Scan Quality Setting” on page 7-28.

No.	Indication	Description
3	Scan data destination	Indicates the specified destination for the scan data. For details on specifying the destination of the data, refer to “Specifying the Data Location” on page 7-10 and “Specifying the Destination Address (Scan to E-mail/FTP/SMB)” on page 7-12. *If no destination has been specified, [SCAN TO] appears.*
4	Single-sided/ double-sided scanning	Indicates whether double-sided scanning or single-sided scanning is selected. For details on selecting double-sided/single-sided scanning, refer to “Setting Duplex (Double-Sided) Scanning” on page 7-30.
5	Scan size	Indicates the scan size that is selected. For details on selecting the scan size, refer to “Setting the Scan Size” on page 7-31.
6	Scan color	Indicates the scan color that is selected. For details on selecting the scan color, refer to “Setting the Scan Color” on page 7-31.
7	[SUBJECT]	Select this menu item to specify the subject. For details on specifying the subject, refer to “Specifying the Subject” on page 7-31. *This menu item does not appear if an FTP address or SMB address was specified as the destination.*
8	[CANCEL RESERV.]	Select this menu item to display the list of jobs queued for transmission and to delete a job. For details, refer to “Deleting a Queued Transmission Job” on page 7-32. *This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.*

No.	Indication	Description
9	[UTILITY]	Select this menu item to change the various machine settings. For details, refer to “UTILITY Menu” on page 2-19. *This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.*
10	[REPORT/STATUS]	Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print the reports. For details, refer to “REPORT/STATUS Menu” on page 2-15. *This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.*

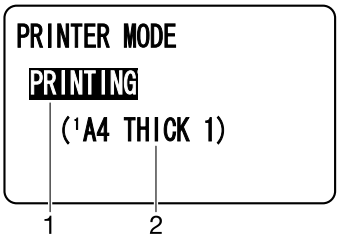
Main Screen (Fax Mode)

For details, refer to the [Facsimile User’s Guide] on the Documentation CD/DVD.

Print Screen

When a print job is received, [PRINTER: Printing] appears in the status section of the main screen. To display the print screen (as shown below), press the ◀ key while [PRINTER: Printing] is displayed.

To cancel printing, press the **Stop/Reset** key when the print screen appears. Press the **Select** key to select [YES].



No.	Indication	Description
1	Status	Displays messages indicating operations such as printing.
2	Media tray/ media size	Displays the printing information (media tray, media size and media type). *This does not appear if [PLAIN PAPER] or [RECYCLED PAPER] is selected as the media type.*

Media Size Indications

The following indications appear in the main screen and print screen shown in the control panel to indicate the specified media size.

Media Size (Panel)	Media Size (Driver)	Panel Indication
A4	A4	A4
A5	A5	A5
	A6	A6
B5	B5 (JIS)	B5
	B6 (JIS)	B6
LEGAL	Legal	LG
LETTER	Letter	LT
G LETTER	Government Letter	GLT
STATEMENT	Statement	ST
EXECUTIVE	Executive	EXE
FOLIO	Folio	F4
	SP Folio	SPF
	UK Quarto	UK
	Foolscap	FLS
G LEGAL	Government Legal	GLG
	16K	16K
	Photo Size 4"×6"	4×6
	Photo Size 10×15	PH
	Kai 16	K16
	Kai 32	K32
COM10	Envelope Com10	C10
C6	Envelope C6	C6
DL	Envelope DL	DL
MONARCH	Envelope Monarch	MON
CHOU#3	Envelope Chou #3	C#3
	Envelope Chou #4	C#4
	B5 (ISO)	B5I
J-POST 100×148	Japanese Postcard	JP
D-POST 148×200	Japanese Postcard-D	DP

Media Size (Panel)	Media Size (Driver)	Panel Indication
	8 1/8×13 1/4	8.1
8 1/2×13 1/2	8 1/2×13 1/2	8.5
CUSTOM	Custom Size	❏

Media Type Indications

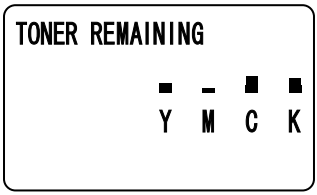
The following indications appear in the main screen and print screen shown in the control panel to indicate the specified media type.

Media Type (Panel)	Media Type (Driver)	Panel Indication
PLAIN PAPER	Plain Paper	PLAIN PAPER
	Rycycled	RECYCLED PAPER
THICK PAPER	Thick 1	THICK 1
THICK PAPER2	Thick 2	THICK 2
LABELS	Label	LABELS
LETTERHEAD	Letterhead	LETTERHEAD
GLOSSY	Glossy1	GLOSSY 1
GLOSSY2	Glossy2	GLOSSY 2
SINGLE SIDE ONLY	Single Side Only	SGL SID ONLY
SPECIAL PAPER	Special paper	SPECIAL PAPER
ENVELOPE	Envelope	ENVELOPE
POSTCARD	Postcard	POSTCARD

Checking the Machine Status and Settings

TONER REMAINING

With the main screen displayed, press the ◀ key to display the [TONER REMAINING] screen. From this screen, a general estimate of the amount of toner remaining in the toner cartridges can be viewed.



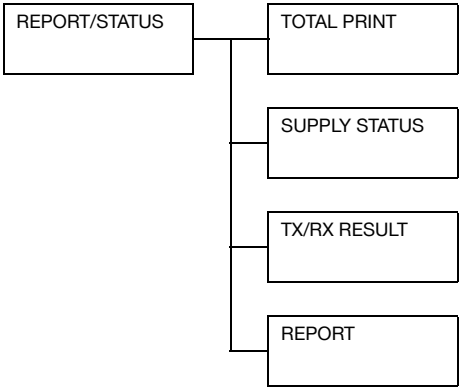
To return to the main screen, press the **Back** key.

*If the **Select** key is held down for at least 2 seconds while the screen described above is displayed, the configuration page will be printed.*

REPORT/STATUS Menu

To display the [REPORT/STATUS] screen, select [REPORT/STATUS] in the main screen, and then press the **Select** key. From this menu, the total number of pages printed by this machine and the results of fax transmissions/receptions can be viewed. In addition, the reports can be printed. The [REPORT/STATUS] menu is structured as shown below.

*To return to the previous screen, press the **Back** key. To display the main screen, press the **Stop/Reset** key.*



TOTAL PRINT

The total number of pages for each of the following can be checked.

[TOTAL PRINT]	This counter shows the total number of pages printed.
[MONO COPY]	This counter shows the total number of pages copied in black-and-white.
[COLOR COPY]	This counter shows the total number of pages copied in color.
[MONO PRINT]	This counter shows the total number of pages printed in black-and-white.
[COLOR PRINT]	This counter shows the total number of pages printed in color.
[FAX PRINT]	This counter shows the total number of pages that were faxed.
[TOTAL SCAN]	This counter shows the total number of document pages that were scanned.

SUPPLY STATUS

The remaining amount of toner in the toner cartridges and the remaining service life of the imaging units can be displayed as a percentage.

[C TONER]	Displays the remaining amount of toner in the cyan (C) toner cartridge as a percentage.
[M TONER]	Displays the remaining amount of toner in the magenta (M) toner cartridge as a percentage.
[Y TONER]	Displays the remaining amount of toner in the yellow (Y) toner cartridge as a percentage.
[K TONER]	Displays the remaining amount of toner in the black (K) toner cartridge as a percentage.
[C I-UNIT]	Displays the remaining service life of the cyan (C) imaging unit as a percentage.
[M I-UNIT]	Displays the remaining service life of the magenta (M) imaging unit as a percentage.
[Y I-UNIT]	Displays the remaining service life of the yellow (Y) imaging unit as a percentage.
[K I-UNIT]	Displays the remaining service life of the black (K) imaging unit as a percentage.

The amounts remaining for the supplies status displayed may be different from the actual amounts and should be used only as reference.

TX/RX RESULT

For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.

REPORT

The machine settings, lists and reports related to fax can be printed.

[TX RESULT REPORT]	Prints the results of fax transmissions. For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
[RX RESULT REPORT]	Prints the results of fax receptions. For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
[ACTIVITY REPORT]	Prints the results of fax transmissions and receptions. For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
[MEMORY DATA LIST]	Prints the information for queued fax transmissions. For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
[MEMORY IMAGE PRINT]	Prints the information and a reduced first page of queued fax transmissions. For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
[FAVORITE LIST]	Prints a list of the destinations registered in the favorite list. For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
[SPEED DIAL LIST]	Prints a list of the destinations programmed for speed dialing. For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
[GROUP DIAL LIST]	Prints a list of the one-touch dialing groups. For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.
[UTILITY MAP]	Prints the [UTILITY] menu and its settings.
[PS/PCL MENU MAP]	Prints [PS/PCL PRINT] menu and its settings.

[CONFIGURATION PAGE]	Prints a estimate of the percentage of toner remaining and the settings, information and status of this machine.
[PS FONT LIST]	Prints the PostScript font list.
[PCL FONT LIST]	Prints the PCL font list.
[DIRECTORY LIST]	Prints the directory list of the hard disk or a CompactFlash card.

Configuration Menu Overview

To display the settings menu for this machine, select [UTILITY] in the main screen, and then press the **Select** key. From the [UTILITY] menu, settings for the various machine functions can be changed.

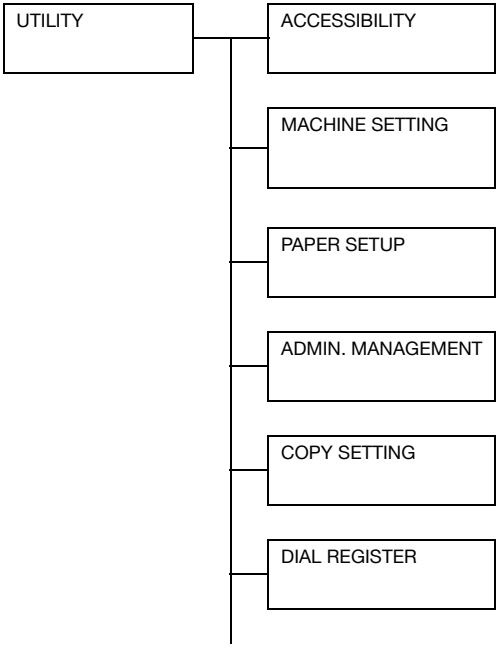
In addition, Copy mode settings can be specified for PS/PCL printing and memory direct printing. For details, refer to “PS/PCL PRINT Menu” on page 2-55 and “MEMORY PRINT Menu” on page 2-85.

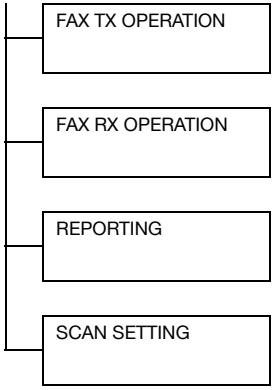
UTILITY Menu

From this menu, various machine settings can be changed. The [UTILITY] menu is structured as shown below.

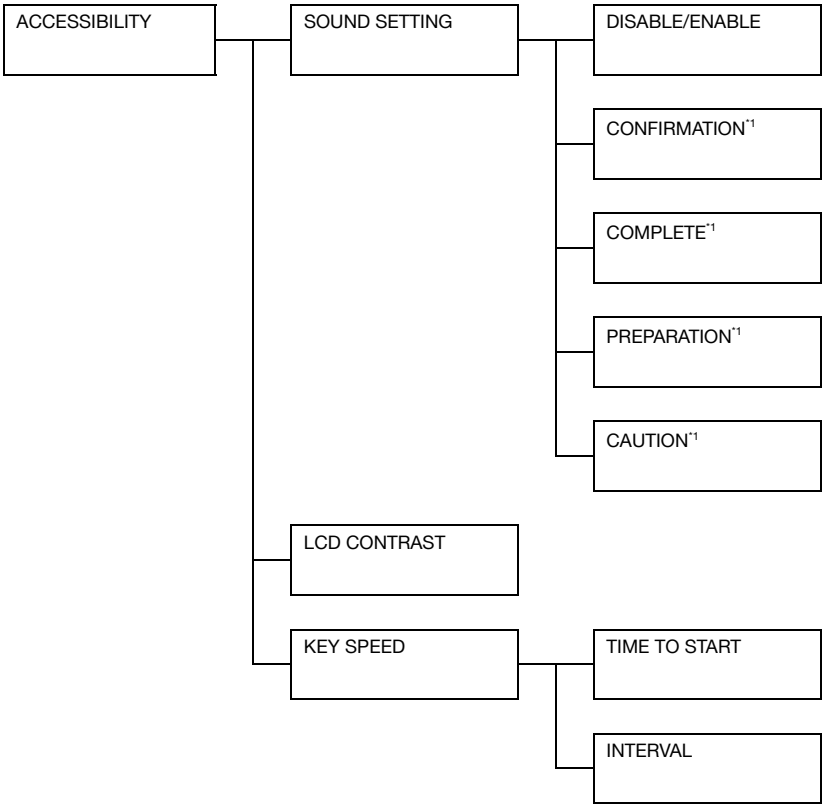
*To return to the previous screen in the [UTILITY] menu, press the **Back** key. (If the **Back** key is pressed while settings are being specified, those settings are not saved.)*

*The [ADMIN. MANAGEMENT] menu is accessible only by the administrator. To display the settings for this menu, select [ADMIN. MANAGEMENT], use the keypad to type in the 6-digit administrator access code (default: **000000**), and then press the **Select** key.*




FAX TX OPERATION
FAX RX OPERATION
REPORTING
SCAN SETTING

ACCESSIBILITY Menu



**1 This menu item appears when [ACCESSIBILITY]/[SOUND SETTING] is set to [ENABLE].*

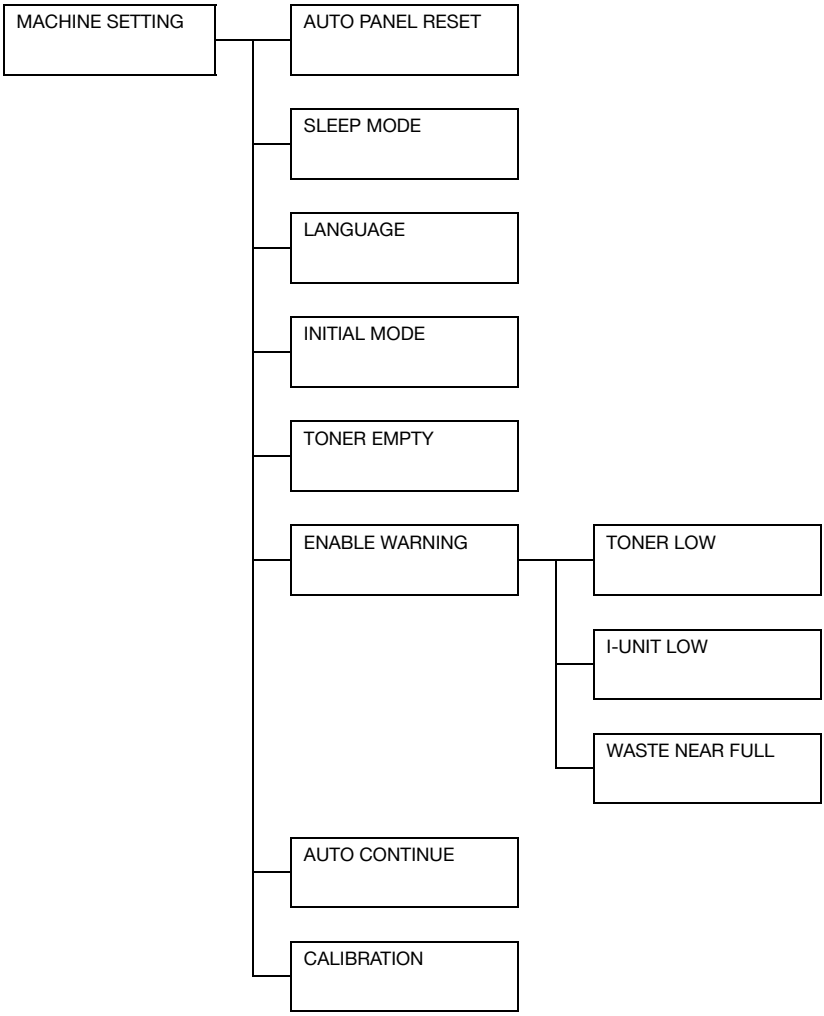
Manufacturer's default settings appear in bold.

[SOUND SETTING]	[DISABLE/ENABLE]	Settings	[DISABLE] / **[ENABLE]**
		Select if operation sounds are to be produced. To produce sounds, select [ENABLE]. To not produce sounds, select [DISABLE].	

	[CONFIRMATION]	[VALID INPUT]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when keys are pressed to enter data.	
		[INVALID INPUT]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when keys are pressed to enter invalid data.	
		[BASE INPUT]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when the default setting is selected while scrolling through the settings.	
	[COMPLETE]	[PRINT]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when printing is completed successfully.	
		[FAX COMM.]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when a communication is completed successfully.	
	[PREPARATION]		Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select if sounds are to be produced when machine preparations are finished.	
	[CAUTION]	[LOW CAUTION 1]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when a message appears in the message window, warning that it is almost time to replace consumables or a replaceable part.	
		[LOW CAUTION 2]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when the user performs an incorrect operation.	

		[LOW CAUTION 3]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when an error occurs that can be corrected by the user by referring to the message that appeared or the User's Guide.	
		[HIGH CAUTION]	Settings	[OFF] / **[LOW]** / [MIDDLE] / [HIGH]
			Select whether sounds are produced when an error occurs that cannot be corrected by the user or requires a service representative.	
[LCD CONTRAST]			Settings	(LIGHT) ◁□■□□▷ (DARK)
			Specify the brightness of the message window.	
[KEY SPEED]	[TIME TO START]		Settings	[0.1sec] / [0.3sec] / [0.5sec] / **[1.0sec]** / [1.5sec] / [2.0sec] / [2.5sec] / [3.0sec]
			Specify the length of time until the cursor begins to move continuously when a key is held down.	
	[INTERVAL]		Settings	**[0.1sec]** / [0.3sec] / [0.5sec] / [1.0sec] / [1.5sec] / [2.0sec] / [2.5sec] / [3.0sec]
			Specify the length of time until the cursor continuously moves between settings or characters.	

MACHINE SETTING Menu

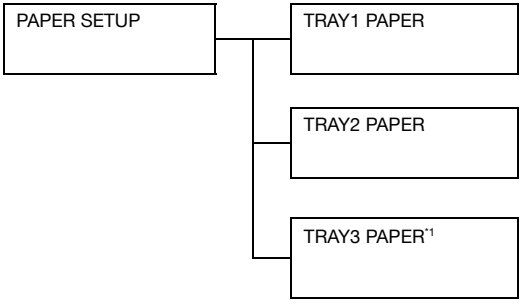


Manufacturer's default settings appear in bold.

[AUTO PANEL RESET]	Settings	[OFF] / [30sec] / **[1min]** / [2min] / [3min] / [4min] / [5min]
	Specify the length of time until all settings that have not been programmed, such as the number of copies, are cleared and return to their default settings when no operation is performed. To set the machine to perform the auto panel reset operation, select from 30sec, 1min, 2min, 3min, 4min or 5min for the length of time until the auto panel reset operation is performed.	
[SLEEP MODE]	Settings	3-120 min (Default: **[15 min]**)
	Enters Energy Save mode in order to conserve energy when no operation is performed. Specify the length of time in minutes until the machine enters Energy Save mode.	
[LANGUAGE]	Settings	**[ENGLISH]** / [FRENCH] / [GERMAN] / [ITALIAN] / [SPANISH] / [PORTUGUESE] / [RUSSIAN] / [CZECH] / [SLOVAK] / [HUNGARIAN] / [POLISH] / [DUTCH] / [DANISH] / [SWEDISH] / [NORWEGIAN] / [FINNISH] / [TURKISH] / [CATALAN]
	Select the language of the menus and messages that appear in the message window.	
[INITIAL MODE]	Settings	**[COPY]** / [FAX] / [SCAN]
	Select the mode that the machine starts up in or returns to after the automatic reset.	
[TONER EMPTY]	Settings	**[STOP]** / [BW CONTINUE]
	Select whether or not printing, copying and faxing stop when the toner has run out. [STOP]: Printing, copying and faxing stop when the toner has run out. [BW CONTINUE]: Monochrome printing, monochrome copying and fax reception can continue when one or more color toners run out while black toner still remains.	

[ENABLE WARNING]	[TONER LOW]	Settings	[ON] / **[OFF]**
		When the toner is nearly run out, a warning message appears.	
	[I-UNIT LOW]	Settings	[ON] / **[OFF]**
		When the imaging unit is nearly run out, warning message appears.	
	[WASTE NEAR FULL]	Settings	**[ON]** / [OFF]
		When the waste toner bottle is nearly full, a warning message appears.	
[AUTO CONTINUE]		Settings	[ON] / **[OFF]**
		Select whether or not printing continues when a size error occurs during printing. [ON]: Printing continues even if a paper size error has occurred. [OFF]: Printing stops if a paper size error has occurred.	
[CALIBRATION]		Settings	[ON] / **[OFF]**
		Select whether or not to perform image stabilization. If [ON] is selected, image stabilization is started. *The Calibration function consumes toner.*	

PAPER SETUP Menu



**1 This menu item appears only if an optional Lower Feeder Unit PF-P09 is installed.*

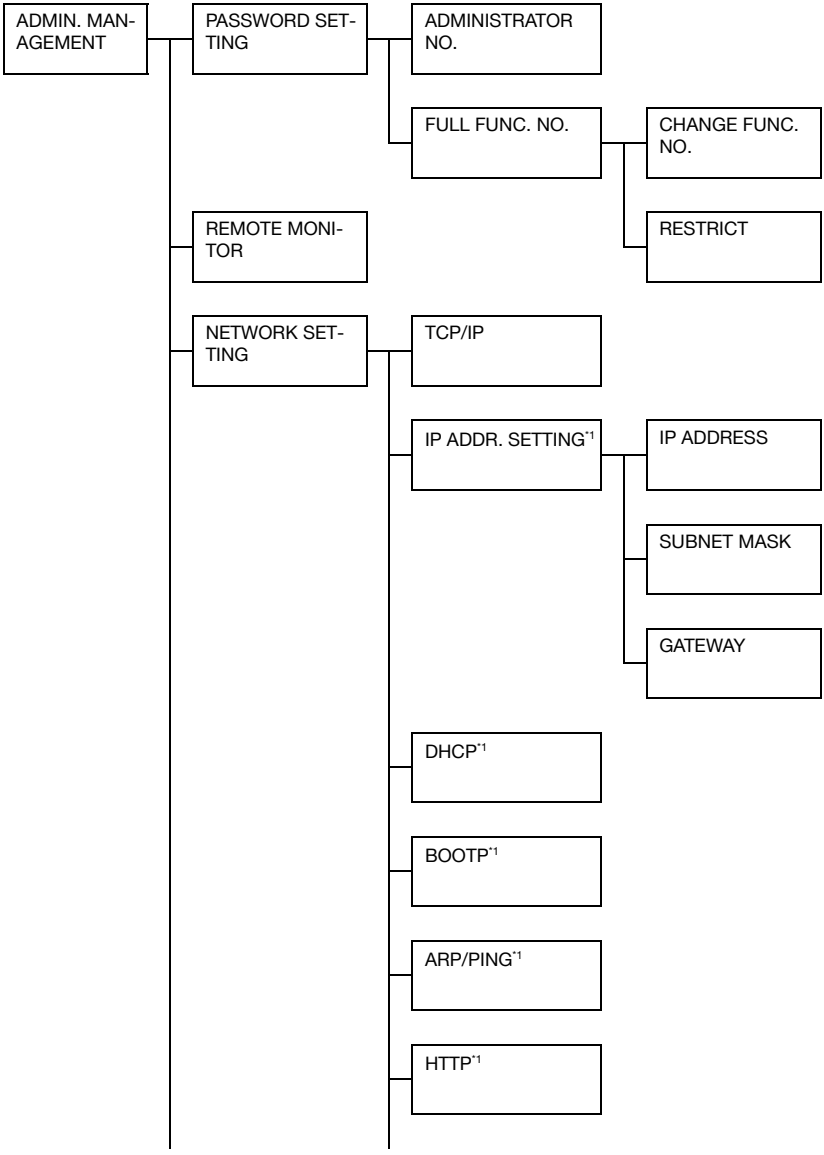
Manufacturer's default settings appear in bold.

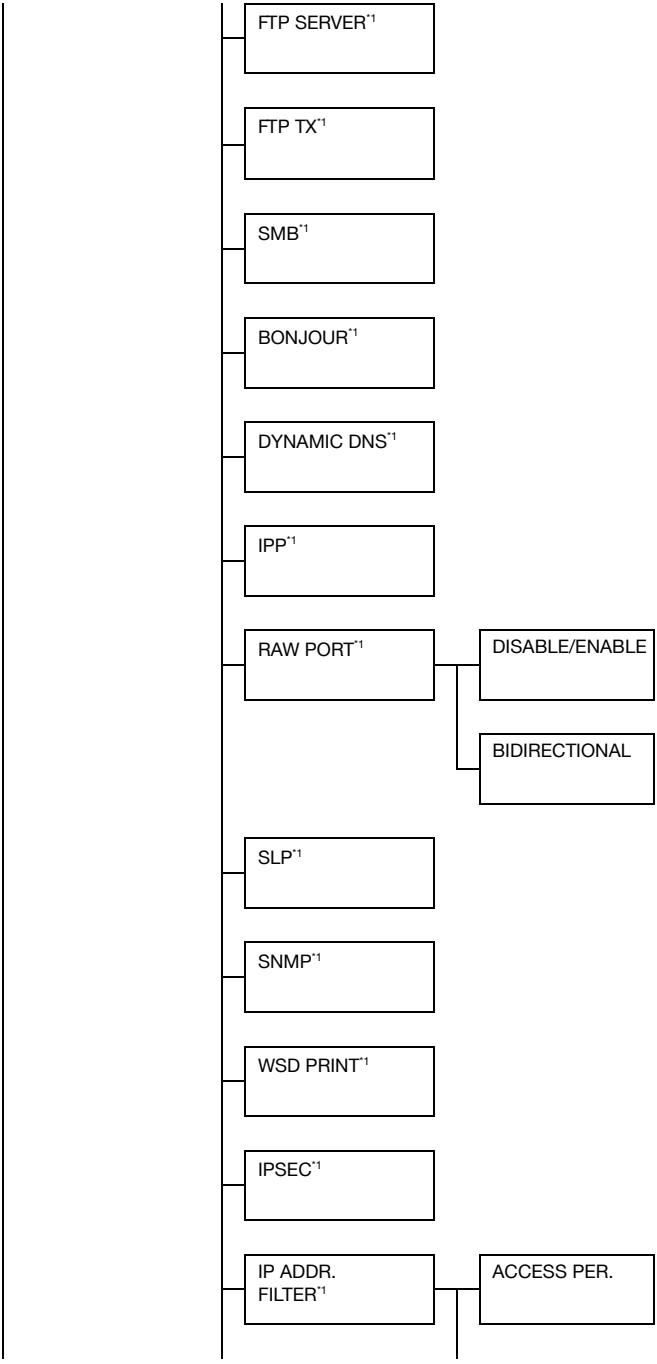
[TRAY1 PAPER]	Media type	**[PLAIN PAPER]** / [THICK PAPER] / [THICK PAPER2] / [LABELS] / [LETTERHEAD] / [GLOSSY] / [GLOSSY2] / [SINGLE SIDE ONLY] / [SPECIAL PAPER] / [ENVELOPE] / [POSTCARD]
	Paper size	When a setting other than [ENVELOPE] or [POSTCARD] is selected: **[A4]** / [A5] / [B5] / [LEGAL] / **[LETTER]** / [G LETTER] / [STATEMENT] / [EXECUTIVE] / [FOLIO] / [G LEGAL] / [8 1/2 x 13 1/2] / [CUSTOM] When [ENVELOPE] is selected: **[COM10]** / [C6] / [DL] / [MONARCH] / [CHOU#3] / [CUSTOM] When [POSTCARD] is selected: **[J-POSTCARD 100x148]** / [D-POSTCARD 148x200] / [CUSTOM]
	Select the type and size of the media loaded into Tray 1. If [CUSTOM] is selected as the paper size, specify settings for [LENGTH] and [WIDTH] separately. The Setting range for [LENGTH] is 148 to 356 mm. The default setting is **[297]** mm. The Setting range for [WIDTH] is 92 to 216 mm. The default setting is **[210]** mm. When a media type is selected, a screen appears, showing the available media sizes. The available media sizes differ depending on the selected media type. The default setting is **[A4]** for 220 V models, and **[LETTER]** for other models. *The setting for [CUSTOM] is displayed in metric (mm) even if [ADMIN. MANAGEMENT]/[USER SETTING]/[PRESET ZOOM] is set to [INCH].*	

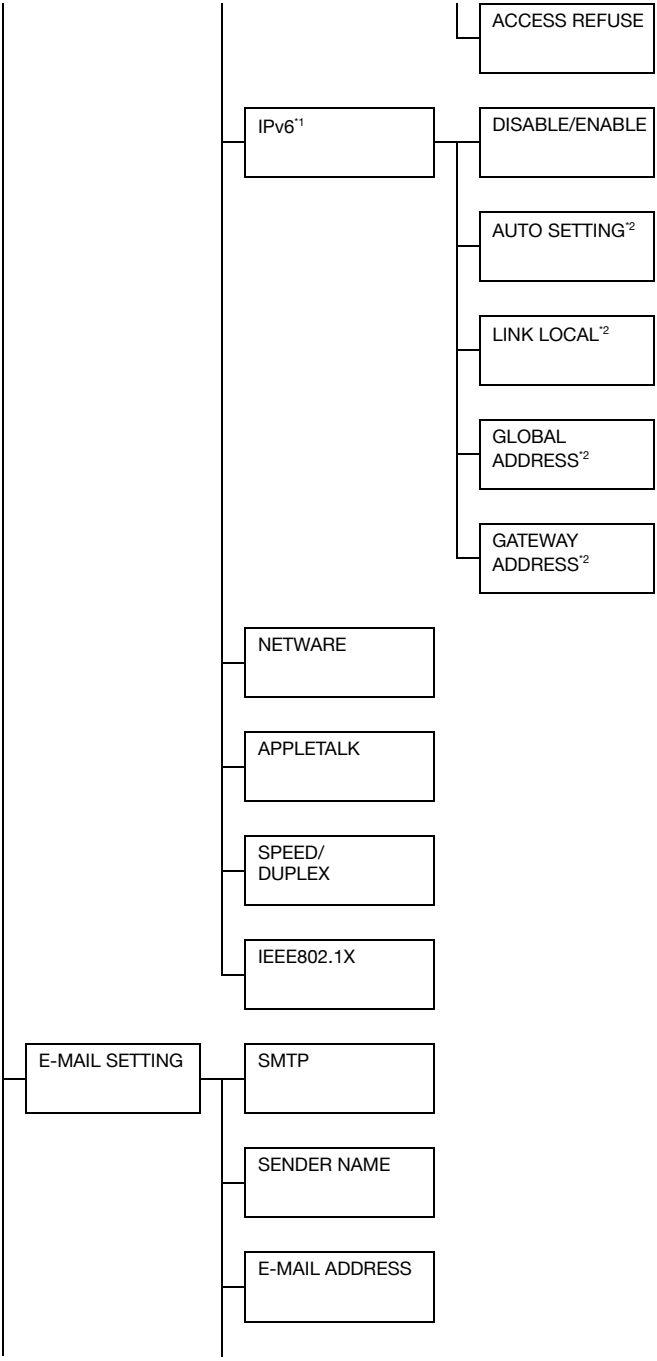
[TRAY2 PAPER]	Media type	**[PLAIN PAPER]** / [THICK PAPER] / [THICK PAPER2] / [LABELS] / [LETTERHEAD] / [GLOSSY] / [GLOSSY2] / [SINGLE SIDE ONLY] / [SPECIAL PAPER] / [POSTCARD]
	Paper size	When a setting other than [POSTCARD] is selected: **[A4]** / [A5] / [B5] / **[LETTER]** / [G LETTER] / [STATEMENT] / [EXECUTIVE] / [CUSTOM] When [POSTCARD] is selected: **[J-POSTCARD 100x148]** / [D-POSTCARD 148x200] / [CUSTOM]
	Select the type and size of the media loaded into Tray 2. If [CUSTOM] is selected as the paper size, specify settings for [LENGTH] and [WIDTH] separately. The Setting range for [LENGTH] is 148 to 297 mm. The default setting is **[297]** mm. The Setting range for [WIDTH] is 92 to 216 mm. The default setting is **[210]** mm. The default setting is **[A4]** for 220 V models, and **[LETTER]** for other models. *The setting for [CUSTOM] is displayed in metric (mm) even if [ADMIN. MANAGEMENT]/[USER SETTING]/[PRESET ZOOM] is set to [INCH].*	
[TRAY3 PAPER]	Media type	**[PLAIN PAPER]** / [SINGLE SIDE ONLY] / [SPECIAL PAPER]
	Select the type of the media loaded into Tray 3.	

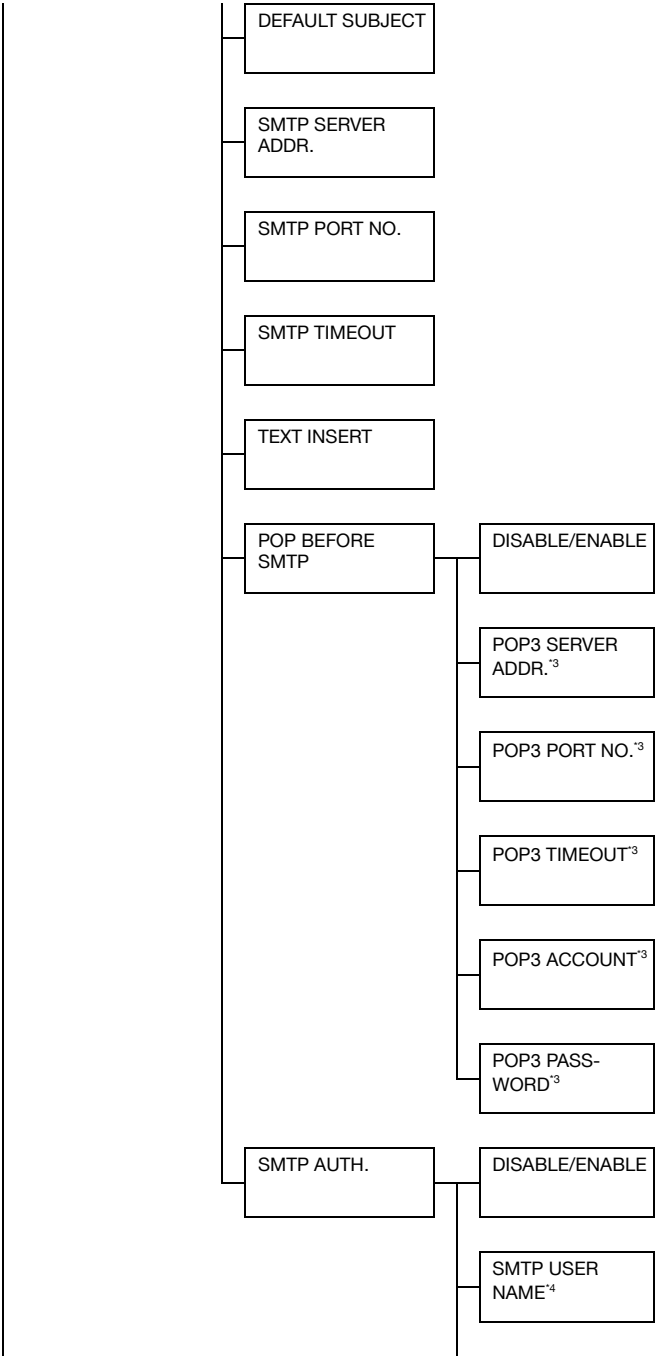
ADMIN. MANAGEMENT Menu

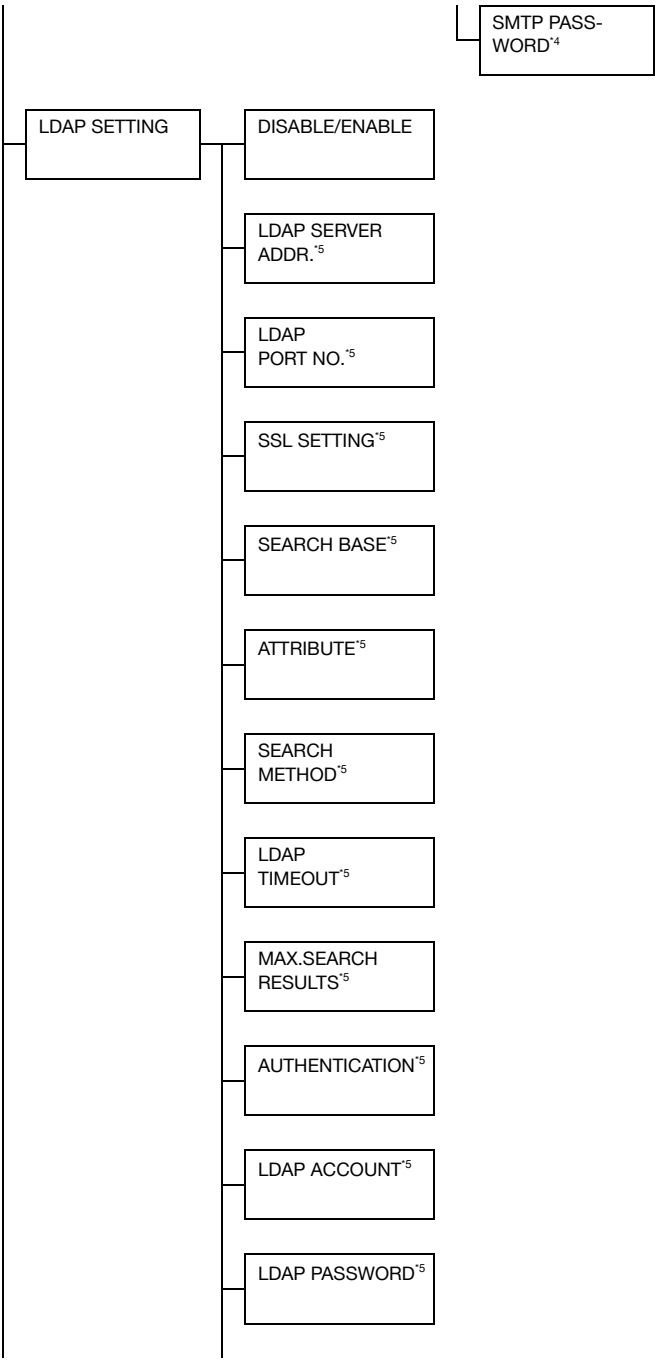
*The [ADMIN. MANAGEMENT] menu is accessible only by the administrator. To display the settings for this menu, select [ADMIN. MANAGEMENT], use the keypad to type in the 6-digit administrator access code (default: **000000**), and then press the **Select** key.*

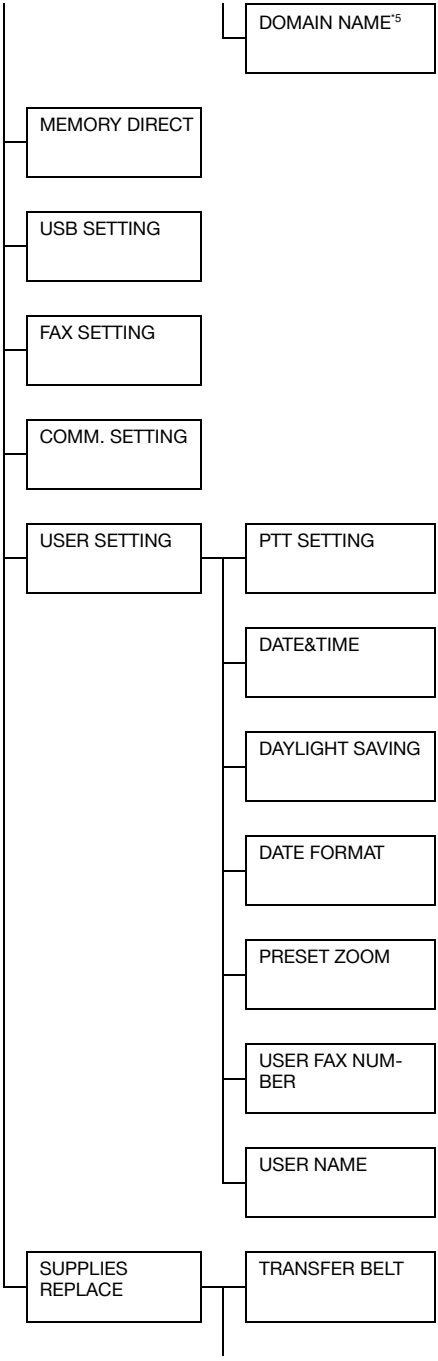


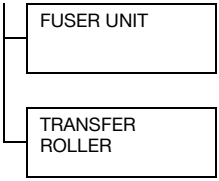

FTP SERVER*1
FTP TX*1
SMB*1
BONJOUR*1
DYNAMIC DNS*1
IPP*1
RAW PORT*1
DISABLE/ENABLE
BIDIRECTIONAL
SLP*1
SNMP*1
WSD PRINT*1
IPSEC*1
IP ADDR. FILTER*1
ACCESS PER.


ACCESS REFUSE
IPv6*1
DISABLE/ENABLE
AUTO SETTING*2
LINK LOCAL*2
GLOBAL ADDRESS*2
GATEWAY ADDRESS*2
NETWARE
APPLETALK
SPEED/ DUPLEX
IEEE802.1X
E-MAIL SETTING
SMTP
SENDER NAME
E-MAIL ADDRESS


DEFAULT SUBJECT
SMTP SERVER ADDR.
SMTP PORT NO.
SMTP TIMEOUT
TEXT INSERT
POP BEFORE SMTP
DISABLE/ENABLE
POP3 SERVER ADDR.*3
POP3 PORT NO.*3
POP3 TIMEOUT*3
POP3 ACCOUNT*3
POP3 PASS-WORD*3
SMTP AUTH.
DISABLE/ENABLE
SMTP USER NAME*4


SMTP PASS-WORD*4
LDAP SETTING
DISABLE/ENABLE
LDAP SERVER ADDR.*5
LDAP PORT NO.*5
SSL SETTING*5
SEARCH BASE*5
ATTRIBUTE*5
SEARCH METHOD*5
LDAP TIMEOUT*5
MAX.SEARCH RESULTS*5
AUTHENTICATION*5
LDAP ACCOUNT*5
LDAP PASSWORD*5


DOMAIN NAME*5
MEMORY DIRECT
USB SETTING
FAX SETTING
COMM. SETTING
USER SETTING
PTT SETTING
DATE&TIME
DAYLIGHT SAVING
DATE FORMAT
PRESET ZOOM
USER FAX NUM-
BER
USER NAME
SUPPLIES
REPLACE
TRANSFER BELT



*[*1] This menu item appears when [ADMIN. MANAGEMENT]/[NETWORK SETTING]/[TCP/IP] is set to [ENABLE].*
*[*2] This menu item appears when [ADMIN. MANAGEMENT]/[NETWORK SETTING]/[IPv6]/[DISABLE/ENABLE] is set to [ENABLE].*
*[*3] This menu item appears when [ADMIN. MANAGEMENT]/[E-MAIL SETTING]/[POP BEFORE SMTP]/[DISABLE/ENABLE] is set to [ENABLE].*
*[*4] This menu item appears when [ADMIN. MANAGEMENT]/[E-MAIL SETTING]/[SMTP AUTH.]/[DISABLE/ENABLE] is set to [ENABLE].*
*[*5] This menu item appears when [ADMIN. MANAGEMENT]/[LDAP SETTING]/[DISABLE/ENABLE] is set to [ENABLE].*

[PASS-WORD SET-TING]	[ADMINISTRATOR NO.]			Specify the new administrator access code.	
	[FULL FUNC. NO.]	[CHANGE FUNC. NO.]		Specify the function number for using restricted functions. This is the password for using the functions. The default setting is [000000].	
		[RESTRICT]	[COLOR COPY]	Settings	**[ALLOW]** / [RESTRICT]
				Select whether or not to restrict the Color Copy function.	
			[FAX TX]	Settings	**[ALLOW]** / [RESTRICT]
				Select whether or not to restrict the fax transmission function (Memory TX, Direct TX, Manual TX, Manual Polling RX).	
			[SCAN TO E-MAIL]	Settings	**[ALLOW]** / [RESTRICT]
				Select whether or not to restrict the Scan to E-mail function.	
			[SCAN TO USB]	Settings	**[ALLOW]** / [RESTRICT]
				Select whether or not to restrict the Scan to USB function.	
			[SCAN TO SERVER]	Settings	**[ALLOW]** / [RESTRICT]
				Select whether or not to restrict the Scan to Server function.	

[REMOTE MONITOR]			Settings | **[OFF]** / [ON]
			Select whether or not setting remote monitor. If [ON] is selected, technical support can access the menu mode. If [OFF] is selected, technical support cannot access the menu mode. *This setting is for technical support uses. Change the setting only when it is necessary.* *If this machine is connected with a USB cable, remote monitoring cannot be used.*
[NETWORK SETTING]	[TCP/IP]		Settings | [DISABLE] / **[ENABLE]**
			Select the setting for connecting to this machine through a network.
	[IP ADDR. SETTING]	[IP ADDRESS]	Type in the setting for [IP ADDRESS]. The default setting is **[0.0.0.0]**.
		[SUBNET MASK]	Type in the setting for [SUBNET MASK]. The default setting is **[0.0.0.0]**.
		[GATEWAY]	Type in the address for [GATEWAY]. The default setting is **[0.0.0.0]**.
	[DHCP]		Settings | [DISABLE] / **[ENABLE]**
			If there is a DHCP server on the network, specify whether the IP address and other network information is automatically assigned by the DHCP server.

	[BOOTP]	Settings	**[DISABLE]** / [ENABLE]
		If there is a BOOTP server on the network, specify whether the IP address and other network information is automatically assigned by the BOOTP server.	
	[ARP/PING]	Settings	**[DISABLE]** / [ENABLE]
		Select whether or not the ARP/PING command is used when the IP address is assigned.	
	[HTTP]	Settings	[DISABLE] / **[ENABLE]**
		Select whether or not to enable HTTP.	
	[FTP SERVER]	Settings	[DISABLE] / **[ENABLE]**
		Select whether or not to enable the FTP server.	
	[FTP TX]	Settings	[DISABLE] / **[ENABLE]**
		Select whether or not to enable the FTP client.	
	[SMB]	Settings	[DISABLE] / **[ENABLE]**
		Select whether or not to enable SMB.	
	[BONJOUR]	Settings	[DISABLE] / **[ENABLE]**
		Select whether or not to enable Bonjour.	
	[DYNAMIC DNS]	Settings	**[DISABLE]** / [ENABLE]
		Select whether or not to enable Dynamic DNS.	
	[IPP]	Settings	[DISABLE] / **[ENABLE]**
		Select whether or not to enable IPP. *If [HTTP] is set to [DISABLE], [IPP] cannot be set.*	

	[RAW PORT]	[DISABLE/ ENABLE]	Settings	[DISABLE] / **[ENABLE]**
			Select whether or not to enable the raw port.	
		[BIDIRECTIONAL]	Settings	**[DISABLE]** / [ENABLE]
			Select whether or not to enable raw port bidirectional communication.	
	[SLP]		Settings	[DISABLE] / **[ENABLE]**
			Select whether or not to enable SLP.	
	[SNMP]		Settings	[DISABLE] / **[ENABLE]**
			Select whether or not to enable SNMP.	
	[WSD PRINT]		Settings	[DISABLE] / **[ENABLE]**
			Select whether or not to enable WSD printing.	
	[IPSEC]		Settings	**[DISABLE]** / [ENABLE]
			Select whether or not to enable IPsec.	
	[IP ADDR. FILTER]	[ACCESS PER.]	Settings	**[DISABLE]** / [ENABLE]
			Specify access permissions for IP address filtering.	
		[ACCESS REFUSE]	Settings	**[DISABLE]** / [ENABLE]
			Specify access blocking for IP address filtering.	

	[IPv6]	[DISABLE/ ENABLE]	Settings	[DISABLE] / **[ENABLE]**
			Select whether or not to enable IPv6.	
		[AUTO SETTING]	Settings	**[YES]** / [NO]
			Select whether or not to enable the IPv6 auto setting.	
		[LINK LOCAL]	Displays the link-local address.	
		[GLOBAL ADDRESS]	Displays the global address.	
		[GATEWAY ADDRESS]	Displays the gateway address.	
	[NETWARE]		Settings	**[DISABLE]** / [ENABLE]
			Select whether or not to enable NetWare.	
	[APPLETALK]		Settings	[DISABLE] / **[ENABLE]**
			Select whether or not to enable AppleTalk.	
	[SPEED/DUPLEX]		Settings	**[AUTO]** / [10BASE FULL] / [10BASE HALF] / [100BASE FULL] / [100BASE HALF] / [1000BASE FULL]
			Specifies the transmission speed for the network and the transmission method for bi-directional transmission.	
	[IEEE802.1X]		Settings	**[DISABLE]** / [ENABLE]
			Select whether or not to enable IEEE802.1X.	

[E-MAIL SET-TING]	[SMTP]	Settings	[DISABLE] / **[ENABLE]**
		Select whether to enable or disable e-mail transmission operations for this machine.	
	[SENDER NAME]	Specify the name of the e-mail sender (up to 20 characters) used for network scanning. The default setting is **[bizhub_C25]**.	
	[E-MAIL ADDRESS]	Specify the e-mail address (up to 64 characters) of the e-mail sender used for network scanning.	
	[DEFAULT SUBJECT]	Specify the subject (up to 20 characters) of the e-mail message used for network scanning. The default setting is **[from bizhub C25]**.	
	[SMTP SERVER ADDR.]	Specify the IP address or host name (up to 64 characters) for the SMTP server. The default setting is **[0.0.0.0]**.	
	[SMTP PORT NO.]	Settings	1-65535 (Default: **[25]**)
		Specify the port number communicating with the SMTP server.	
	[SMTP TIMEOUT]	Settings	30-300 sec (Default: **[60 sec]**)
		Select the amount of time (in seconds) until the connection with the SMTP server times out.	
	[TEXT INSERT]	Settings	**[OFF]** / [ON]
		Select whether or not the specified text is inserted into the e-mail message.	

	[POP BEFORE SMTP]	[DISABLE/ ENABLE]	Settings	**[DISABLE]** / [ENABLE]
			Select whether or not to enable POP Before SMTP. If [ENABLE] is selected, specify the time (between 0 and 60 seconds). The default setting is **[1sec]**.	
		[POP3 SERVER ADDR.]	Specify the host name or IP address for the POP3 server used for authentication with POP Before SMTP. The default setting is **[0.0.0.0]**.	
		[POP3 PORT NO.]	Settings	1-65535 (Default: **[110]**)
			Specify the port number used for communicating with the POP3 server.	
		[POP3 TIMEOUT]	Settings	30-300 sec (Default: **[30 sec]**)
			Select the amount of time (in seconds) until the connection with the POP3 server times out.	
		[POP3 ACCOUNT]	Specify the user name (up to 63 characters) used for authentication with POP3 server.	
		[POP3 PASSWORD]	Specify the password (up to 15 characters) used for authentication with POP3 server.	
	[SMTP AUTH.]	[DISABLE/ ENABLE]	Settings	**[DISABLE]** / [ENABLE]
			Select whether or not to enable SMTP authentication.	
		[SMTP USER NAME]	Specify the user name (up to 63 characters) used for SMTP authentication.	
		[SMTP PASSWORD]	Specify the password (up to 15 characters) used for SMTP authentication.	

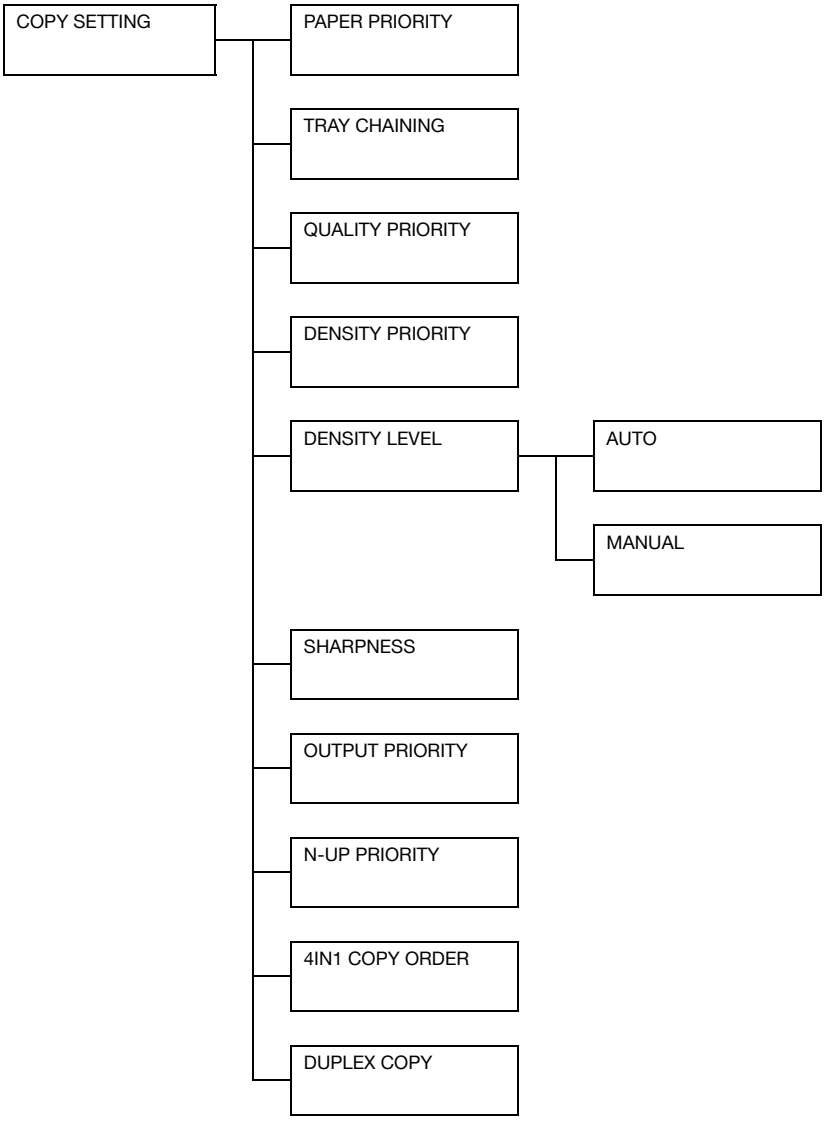
[LDAP SET-TING]	[DISABLE/ENABLE]	Settings	[DISABLE] / **[ENABLE]**
		Select whether or not to enable the LDAP function.	
	[LDAP SERVER ADDR.]	Specify the address (up to 64 characters) of the LDAP server. The default setting is **[0.0.0.0]**.	
	[LDAP PORT NO.]	Settings	1-65535 (Default: **[389]**)
		Specify the port number of the LDAP server. *The default setting is **[636]** when [SSL SETTING] is set to [ENABLE].*	
	[SSL SETTING]	Settings	**[DISABLE]** / [ENABLE]
		Select whether or not to enable SSL.	
	[SEARCH BASE]	Specify the search starting point (up to 64 characters) in a hierarchical structure arranged on the LDAP server.	
	[ATTRIBUTE]	The conditions for searches can be specified as a name or e-mail address (up to 32 characters). The default setting is **[cn]**.	
	[SEARCH METHOD]	Settings	[BEGIN] / **[CONTAIN]** / [END]
		The specified characters can be searched for at the beginning, within or at the end.	
	[LDAP TIMEOUT]	Settings	5-300 sec (Default: **[60 sec]**)
		Specify the maximum wait time during a search.	
	[MAX.SEARCH RESULTS]	Settings	5-100 (Default: **[100]**)
		Specify the maximum number of destinations displayed after a search.	

	[AUTHENTICATION]	Settings	**[ANONYMOUS]** / [SIMPLE] / [DIGEST-MD5] / [GSS-SPNEGO] / [NTLMv2]
		Select the authentication method used for logging on to the LDAP server.	
	[LDAP ACCOUNT]	Specify the account (up to 64 characters) used to connect to the LDAP server.	
	[LDAP PASSWORD]	Specify the password (up to 32 characters) used to connect to the LDAP server.	
	[DOMAIN NAME]	Specify the domain name (up to 64 characters) used to connect to the LDAP server.	
[MEMORY DIRECT]		Settings	[DISABLE] / **[ENABLE]**
		Select whether or not to enable the Memory Direct function.	
[USB SETTING]		Settings	**[Windows]** / [Mac]
		Select the operating system of the PC to which this machine is connected with a USB cable.	
[FAX SETTING]		For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.	
[COMM. SETTING]		For details, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.	

[USER SETTING]	[PTT SETTING]	Settings	[ARGENTINA] / [AUSTRALIA] / [AUSTRIA] / [BELGIUM] / [BRAZIL] / [CANADA] / [CHINA] / [CZECH] / [DENMARK] / [EUROPE] / [FINLAND] / [FRANCE] / [GERMANY] / [GREECE] / [HONG KONG] / [HUNGARY] / [IRELAND] / [ISRAEL] / [ITALY] / [JAPAN] / [KOREA] / [MALAYSIA] / [MEXICO] / [THE NETHERLANDS] / [NEW ZEALAND] / [NORWAY] / [PHILIPPINES] / [POLAND] / [PORTUGAL] / [RUSSIA] / [SAUDI ARABIA] / [SINGAPORE] / [SLOVAKIA] / [SOUTH AFRICA] / [SPAIN] / [SWEDEN] / [SWITZERLAND] / [TAIWAN] / [TURKEY] / **[U.S.A]** / [UNITED KINGDOM] / [VIETNAM]
		Select the country where this machine is installed.	
	[DATE&TIME]	Settings	[TIME]: 00:00-23:59 (Default: **[00:00]**) [DATE]: '08/01/01-'32/12/31 (Default: **['08/01/01]**) [ZONE]: GMT+12:00-GMT-12:00 (in 30-minute intervals) (Default: **[GMT+00:00]**)
		Use the keypad to specify the current date, time and time zone.	

	[DAYLIGHT SAVING]	Settings	**[OFF]** / [ON] (1-150 min (Default: **[60 min]**))
		Select whether or not daylight saving time is applied. If [ON] is selected, specify how many minutes the time will be adjusted.	
	[DATE FORMAT]	Settings	**[MM/DD/YY]** / [DD/MM/YY] / [YY/MM/DD]
		Select the display format for reports and lists.	
	[PRESET ZOOM]	Settings	**[INCH]** / **[METRIC]**
		Select the measurement units for the preset zoom ratios. The default setting is **[INCH]** for USA and Canada, and **[METRIC]** for other countries.	
	[USER FAX NUMBER]	Enter your fax number. A maximum of 20 characters (consisting of numbers, spaces, + and -) can be entered. The specified number is printed in the header of outgoing faxes. The default setting is blank.	
	[USER NAME]	Enter your name. A maximum of 32 characters can be entered. The specified name is printed in the header of outgoing faxes. The default setting is blank.	
[SUPPLIES REPLACE]	[TRANSFER BELT]	Reset the counter when the transfer belt unit is replaced with new one.	
	[FUSER UNIT]	Reset the counter when the fuser unit is replaced with new one.	
	[TRANSFER ROLLER]	Reset the counter when the transfer roller is replaced with new one.	

COPY SETTING Menu



Manufacturer's default settings appear in bold.

[PAPER PRIORITY]		Settings	[TRAY1] / **[TRAY2]** / [TRAY3]
		Specify the paper tray that is normally used. *If an optional Lower Feeder Unit PF-P09 is not installed, [TRAY3] does not appear.*	
[TRAY CHAINING]		Settings	**[DISABLE]** / [ENABLE]
		If [ENABLE] is selected and the specified tray runs out of paper during printing, a tray loaded with paper of the same size is automatically selected so printing can continue. If [DISABLE] is selected and the specified tray runs out of paper, printing stops.	
[QUALITY PRIORITY]		Settings	[MIX] / [TEXT] / [PHOTO] / **[FINE/MIX]** / [FINE/TEXT] / [FINE/PHOTO]
		Select the type of document being copied. *When a document is loaded into the ADF, the default setting [MIX] is automatically selected.* *For the resolution of each setting, refer to "Resolution of QUALITY PRIORITY Settings" on page 2-49.*	
[DENSITY PRIORITY]		Settings	**[AUTO]** / [MANUAL]
		Select the density that is normally used.	
[DENSITY LEVEL]	[AUTO]	Settings	(LIGHT) ◁□□■□□▷ (DARK)
		Adjust the density of the background color.	
	[MANUAL]	Settings	(LIGHT) ◁□□□□■□□□□▷ (DARK)
		Specify the default copy density.	
[SHARPNESS]		Settings	(Soft) ◁□□□■□□□▷ (Clear)
		Select the setting for SHARPNESS.	
[OUTPUT PRIORITY]		Settings	**[NON-SORT]** / [SORT]
		Select whether or not to sort copies by sets.	
[N-UP PRIORITY]		Settings	**[1IN1]** / [2IN1] / [4IN1]
		Select the number of document pages to be printed on a single page.	

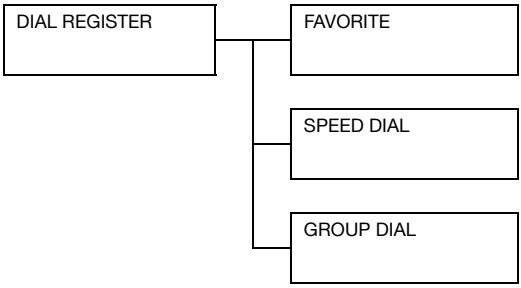
[4IN1 COPY ORDER]	Settings	**[SIDEWISE]** / [DOWNWARD]
	Select the arrangement of scanned documents with 4in1 copying.	
[DUPLEX COPY]	Settings	**[OFF]** / [LONG EDGE] / [SHORT EDGE]
	Select the default setting for duplex (double-sided) copying. If [OFF] is selected, duplex (double-sided) copying is not performed as a default. If [LONG EDGE] is selected, duplex (double-sided) copying is performed as a default, and the pages are fed out with the binding along the long side. If [SHORT EDGE] is selected, duplex (double-sided) copying is performed as a default, and the pages are fed out with the binding along the short side.	

Resolution of QUALITY PRIORITY Settings

The resolution of each setting is listed below.

Original glass	Color	MIX, TEXT, PHOTO	600 × 300 dpi
		FINE/MIX, FINE/TEXT, FINE/PHOTO	600 × 600 dpi
	Mono-chrome	MIX, TEXT, PHOTO	600 × 300 dpi
		FINE/MIX, FINE/TEXT, FINE/PHOTO	600 × 600 dpi
ADF	Color	MIX, TEXT, PHOTO	300 × 300 dpi
		FINE/MIX, FINE/TEXT, FINE/PHOTO	600 × 300 dpi
	Mono-chrome	MIX, TEXT, PHOTO	600 × 300 dpi
		FINE/MIX, FINE/TEXT, FINE/PHOTO	600 × 300 dpi

DIAL REGISTER Menu



[FAVORITE]	Frequently specified speed dial destinations and group dial destinations can be registered in the favorite list. Press the **Addressbook** key, and then press the ▲ or ▼ key to quickly select the desired destination. A maximum of 20 destinations can be registered in the favorite list. For details, refer to “Registering in the Favorite List” on page 7-20.
[SPEED DIAL]	Register frequently used fax numbers and e-mail addresses as speed dial destinations. Instead of being entered manually, fax numbers and e-mail addresses can simply be recalled to ensure that destination information is registered correctly. A maximum of 250 speed dial destinations can be registered. For details, refer to “Registering Speed Dial Destinations (Direct Input)” on page 7-21 and “Registering Speed Dial Destinations (LDAP Search)” on page 7-22.

[GROUP DIAL]	Register frequently used broadcast destinations as a group dial destination. Multiple destinations can be recalled simply by selecting a registered group. A maximum of 20 group dial destinations can be registered. A maximum of 50 destinations can be registered with one group dial destination. For details, refer to “Registering Group Dial Destinations” on page 7-25.

FAX TX OPERATION Menu

For details, refer to the [Facsimile User’s Guide] on the Documentation CD/DVD.

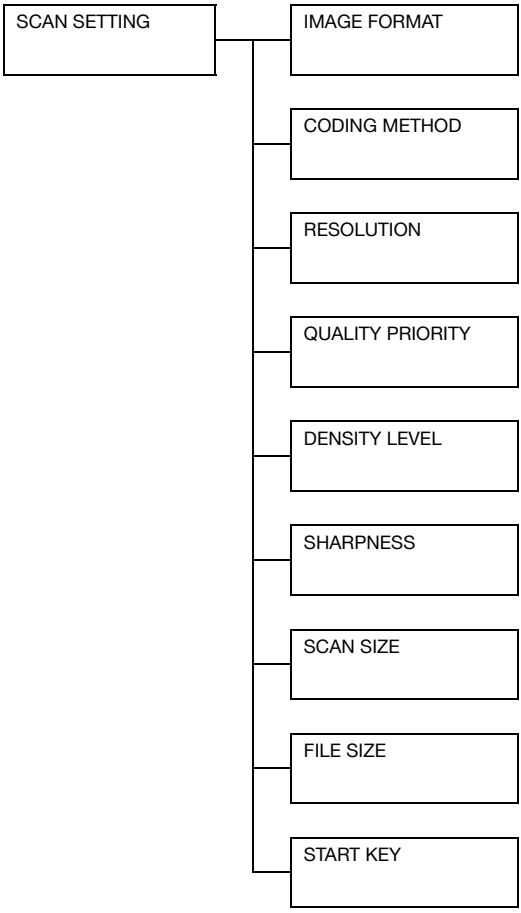
FAX RX OPERATION Menu

For details, refer to the [Facsimile User’s Guide] on the Documentation CD/DVD.

REPORTING Menu

For details, refer to the [Facsimile User’s Guide] on the Documentation CD/DVD.

SCAN SETTING Menu



Manufacturer's default settings appear in bold.

[IMAGE FORMAT]	Settings	[TIFF] / **[PDF]** / [JPEG]
	Select the default format for saving files with scan to e-mail operations. *PDF data can be opened in Adobe Acrobat Reader.* *TIFF files of images that have been scanned with the [COLOR or GRAY] setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.*	
[CODING METHOD]	Settings	**[MH]** / [MR] / [MMR]
	Select the default compression method for scan to e-mail operations. The compression ratio for these methods increases in the following order: [MH] > [MR] > [MMR]. *These settings are available only if [BW Only] was selected for the color setting during the e-mail transmission.*	
[RESOLUTION]	Settings	**[150×150dpi]** / [300×300dpi]
	Select the default scanning resolution for scan to e-mail operations.	
[QUALITY PRIORITY]	Settings	**[MIX]** / [TEXT] / [PHOTO]
	Select the scan data quality that is used as a default.	
[DENSITY LEVEL]	Settings	(LIGHT) (DARK)
	Select the scan data density that is used as a default.	
[SHARPNESS]	Settings	(Soft) (Clear)
	Select the setting for [SHARPNESS].	

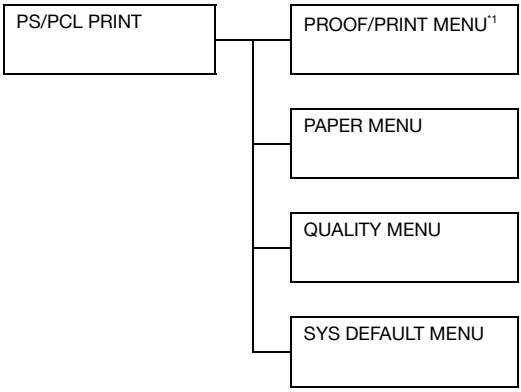
[SCAN SIZE]	Settings	[A5] / **[A4]** / [B5] / [STATEMENT] / **[LETTER]** / [LEGAL]
	Select the scanning size. The default setting is **[LETTER]** on machines where [PTT SETTING] in the [USER SETTING] menu is set to [U.S.A] or [CANADA], and is **[A4]** if any other country is selected.	
[FILE SIZE]	Settings	**[NO SPLIT]** / [SPLIT]
	Select whether or not to limit the size for scan data sent as e-mail attachments. If [SPLIT] is selected, specify the maximum size between 1 and 10 Mb. If the data to be sent exceeds the maximum size allowed, the data is divided and sent as multiple attached files. *In order to receive multiple file attachments, an e-mail application compatible with divided transmissions is required.*	
[START KEY]	Settings	[BW Only] / **[COLOR or GRAY]**
	Select the operation performed when the **Start** key is pressed.	

PS/PCL PRINT Menu

To display the [PS/PCL PRINT] menu, select [PS/PCL PRINT] in the main screen (Copy mode), and then press the **Select** key. From this menu, jobs stored on the machine's hard disk (optional) can be printed or deleted, and various PS/PCL printing settings can be changed.

The [PS/PCL PRINT] menu is structured as shown below.

*To return to the previous screen in the [PS/PCL PRINT] menu, press the **Back** key. (If the **Back** key is pressed while settings are being specified, those settings are not saved.)*

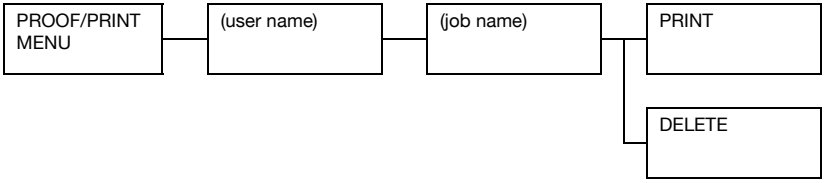


**1 This menu item appears only if an optional Hard Disk Kit HD-P03 is installed.*

PROOF/PRINT MENU

From this menu, jobs stored on the machine's hard disk (optional) can be printed or deleted.

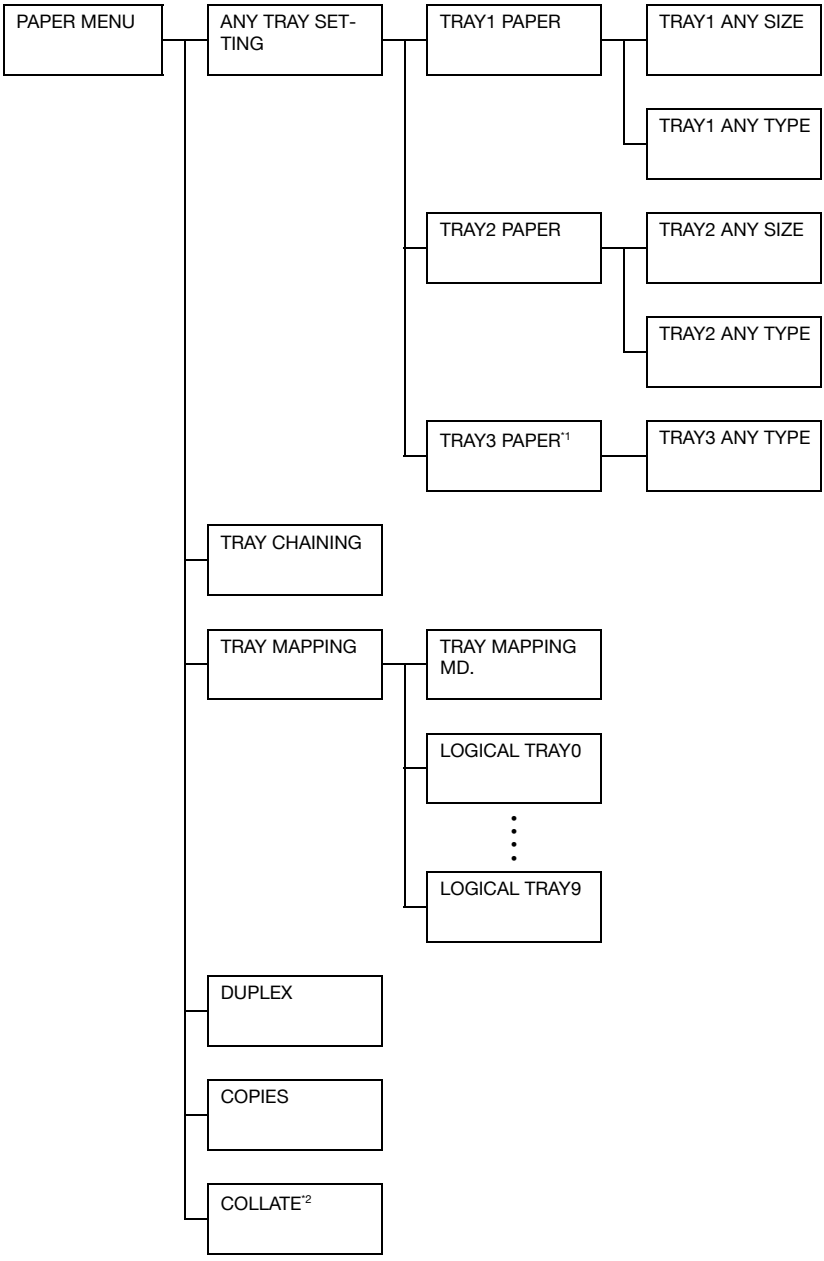
This menu item appears only if an optional Hard Disk Kit HD-P03 is installed.



If no jobs have been stored on the hard disk, the message [NO STORED JOB] *appears when* [PROOF/PRINT MENU] *is selected.*

[PRINT]	Follow the procedure described below to print the selected job. 1. If a password has been specified for the selected job, type in the password, and then press the **Select** key. 2. Specify the number of copies (1 to 9999), and then press the **Select** key. 3. To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.
[DELETE]	Follow the procedure described below to delete the selected job. 1. If a password has been specified for the selected job, type in the password, and then press the **Select** key. 2. Select [YES], and then press the **Select** key.

PAPER MENU


PAPER MENU
ANY TRAY SET-TING
TRAY1 PAPER
TRAY1 ANY SIZE
TRAY1 ANY TYPE
TRAY2 PAPER
TRAY2 ANY SIZE
TRAY2 ANY TYPE
TRAY3 PAPER*1
TRAY3 ANY TYPE
TRAY CHAINING
TRAY MAPPING
TRAY MAPPING MD.
LOGICAL TRAY0
LOGICAL TRAY9
DUPLEX
COPIES
COLLATE*2

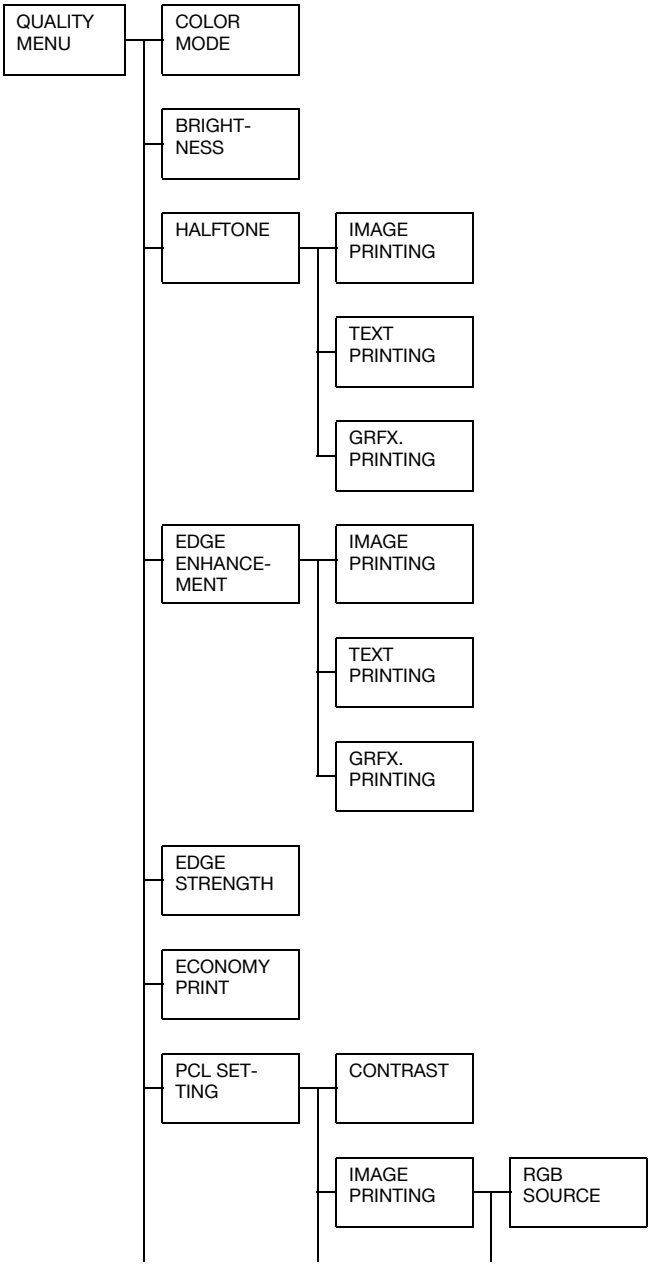
[1] This menu item appears only if an optional Lower Feeder Unit PF-P09 is installed.
[2] This menu item appears only if an optional Hard Disk Kit HD-P03 or a CompactFlash card is installed.

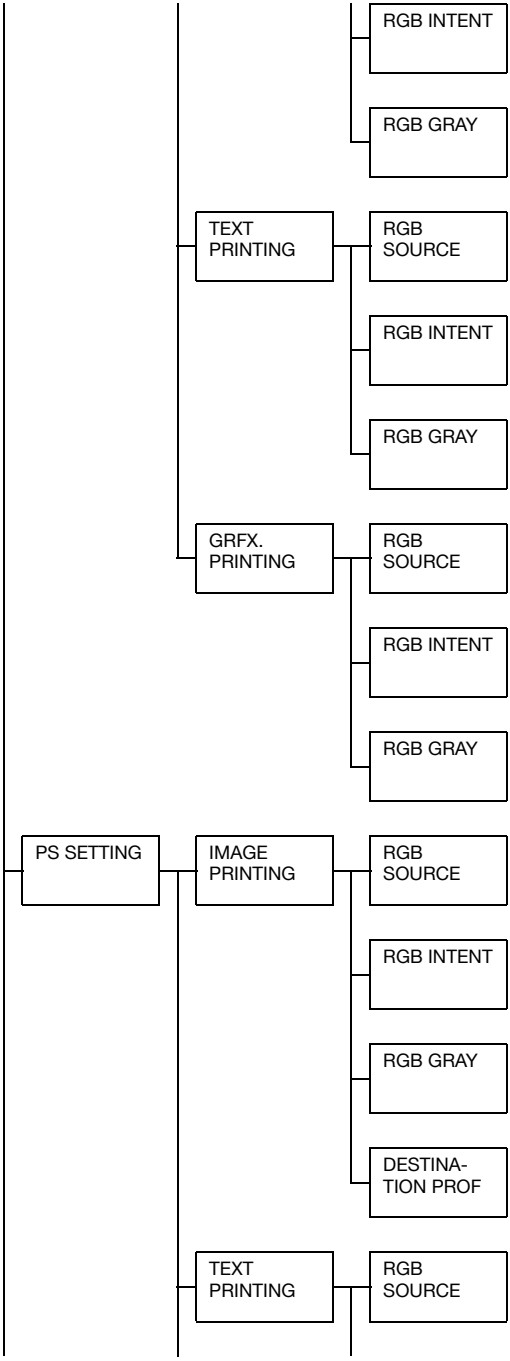
Manufacturer's default settings appear in bold.

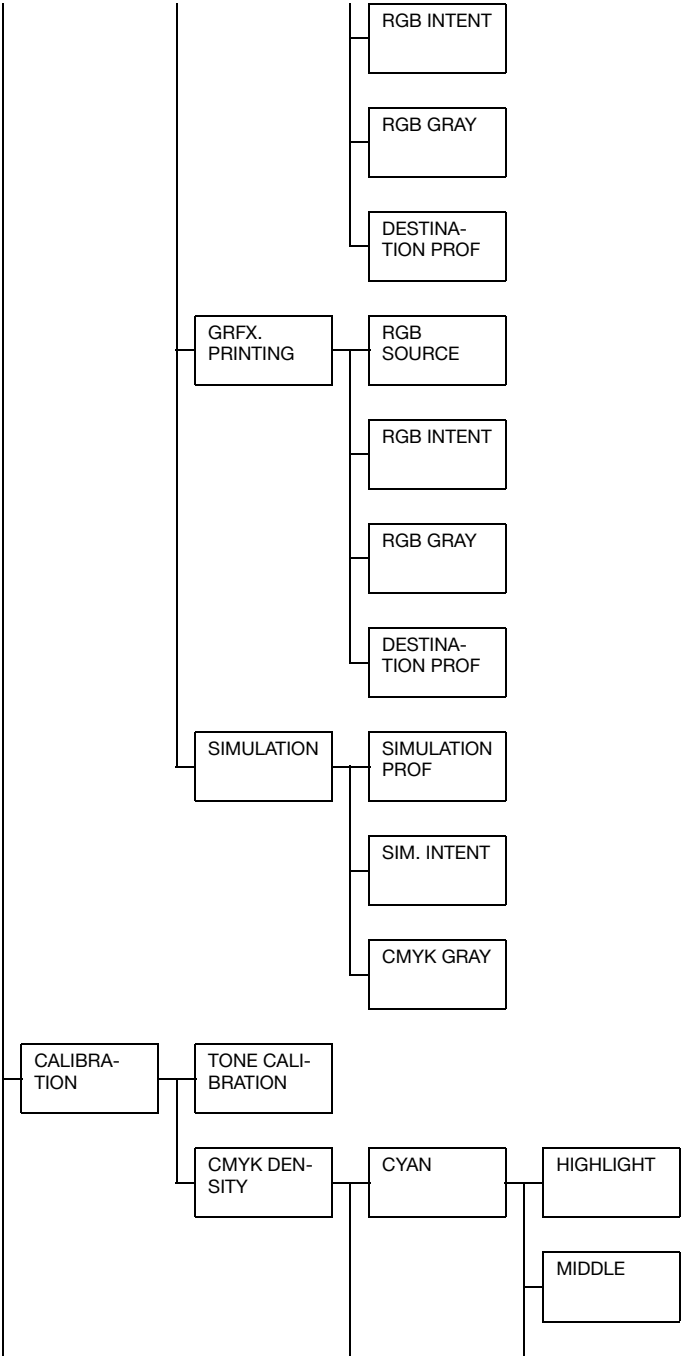
[ANY TRAY SETTING]	[TRAY1 PAPER]	[TRAY1 ANY SIZE]	Settings	[ON] / **[OFF]**
			Select whether or not the Any Paper Size setting is selected for Tray 1.	
		[TRAY1 ANY TYPE]	Settings	[ON] / **[OFF]**
			Select whether or not the Any Media Type setting is selected for Tray 1.	
	[TRAY2 PAPER]	[TRAY2 ANY SIZE]	Settings	[ON] / **[OFF]**
			Select whether or not the Any Paper Size setting is selected for Tray 2.	
		[TRAY2 ANY TYPE]	Settings	[ON] / **[OFF]**
			Select whether or not the Any Media Type setting is selected for Tray 2.	
	[TRAY3 PAPER]	[TRAY3 ANY TYPE]	Settings	[ON] / **[OFF]**
			Select whether or not the Any Media Type setting is selected for Tray 3.	
[TRAY CHAINING]			Settings	**[ON]** / [OFF]
			If [ON] is selected and the specified tray runs out of paper during printing, a tray loaded with paper of the same size is automatically selected so printing can continue. If [OFF] is selected and the specified tray runs out of paper, printing stops.	

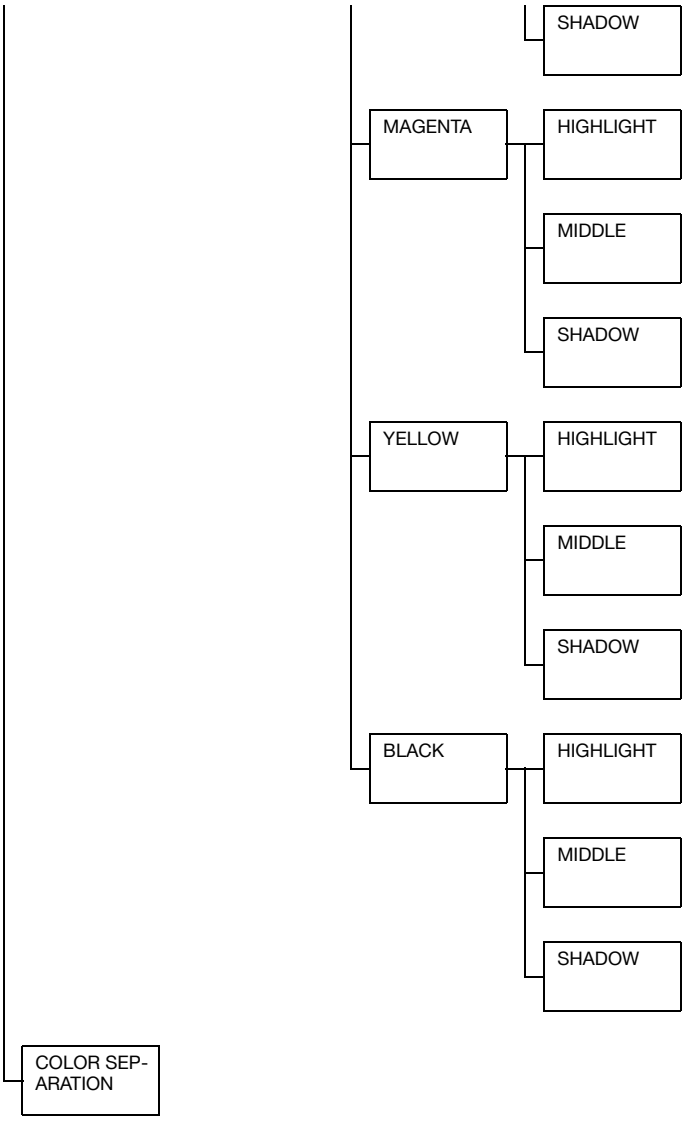
[TRAY MAPPING]	[TRAY MAPPING MD.]	Settings	[ON] / **[OFF]**
		Select whether or not the Tray Mapping function is used.	
	[LOGICAL TRAY0] - [LOGICAL TRAY9]	Settings	**[PHYSICAL TRAY1]** / **[PHYSICAL TRAY2]** / [PHYSICAL TRAY3]
		Select the tray that is used for printing when a print job is received from another manufacturer's printer driver. The default settings are **[PHYSICAL TRAY1]** for [LOGICAL TRAY1] and **[PHYSICAL TRAY2]** for other trays. *[PHYSICAL TRAY3] appears only if an optional Lower Feeder Unit PF-P09 is installed.*	
[DUPLEX]		Settings	**[OFF]** / [LONG EDGE] / [SHORT EDGE]
		If [LONG EDGE] is selected, the pages will be printed on both sides of the paper for long-edge binding. If [SHORT EDGE] is selected, the pages will be printed on both sides of the paper for short-edge binding. The setting specified in the printer driver will override this menu setting.	
[COPIES]		Settings	1-9999 (Default: **[1]**)
		Specify the number of copies to be printed. The setting specified in the printer driver will override this menu setting.	
[COLLATE]		Settings	[ON] / **[OFF]**
		Select whether or not to enable collated (sort) printing. The setting specified in the printer driver will override this menu setting.	

QUALITY MENU




RGB INTENT
RGB GRAY
TEXT PRINTING
RGB SOURCE
RGB INTENT
RGB GRAY
GRFX. PRINTING
RGB SOURCE
RGB INTENT
RGB GRAY
PS SETTING
IMAGE PRINTING
RGB SOURCE
RGB INTENT
RGB GRAY
DESTINA-TION PROF
TEXT PRINTING
RGB SOURCE


RGB INTENT
RGB GRAY
DESTINA-
TION PROF
GRFX.
PRINTING
RGB
SOURCE
RGB INTENT
RGB GRAY
DESTINA-
TION PROF
SIMULATION
SIMULATION
PROF
SIM. INTENT
CMYK GRAY
CALIBRA-
TION
TONE CALI-
BRATION
CMYK DEN-
SITY
CYAN
HIGHLIGHT
MIDDLE


SHADOW
MAGENTA
HIGHLIGHT
MIDDLE
SHADOW
YELLOW
HIGHLIGHT
MIDDLE
SHADOW
BLACK
HIGHLIGHT
MIDDLE
SHADOW
COLOR SEP-
ARATION

Manufacturer's default settings appear in bold.

[COLOR MODE]	Settings	**[COLOR]** / [GRAYSCALE]	
	If [COLOR] is selected, the pages are printed in full color. If [GRAYSCALE] is selected, the pages are printed in black and white.		
[BRIGHTNESS]	Settings	[+15%] / [+10%] /[+5%] / **[0%]** / [-5%] / [-10%] / [-15%]	
	The brightness of the printed image can be adjusted.		
[HALFTONE]	[IMAGE PRINTING]	Settings	[LINE ART] / **[DETAIL]** / [SMOOTH]
		Select how halftones in images are reproduced. If [LINE ART] is selected, halftones are reproduced with high precision. If [DETAIL] is selected, halftones are reproduced with detail. If [SMOOTH] is selected, halftones are reproduced with smoothness.	
	[TEXT PRINTING]	Settings	**[LINE ART]** / [DETAIL] / [SMOOTH]
		Select how halftones in text are reproduced. If [LINE ART] is selected, halftones are reproduced with high precision. If [DETAIL] is selected, halftones are reproduced with detail. If [SMOOTH] is selected, halftones are reproduced with smoothness.	

	[GRFX. PRINTING]	Settings	[LINE ART] / **[DETAIL]** / [SMOOTH]
		Select how halftones in graphics are reproduced. If [LINE ART] is selected, halftones are reproduced with high precision. If [DETAIL] is selected, halftones are reproduced with detail. If [SMOOTH] is selected, halftones are reproduced with smoothness.	
[EDGE ENHANCEMENT]	[IMAGE PRINTING]	Settings	[ON] / **[OFF]**
		Select whether image edges are emphasized. If [ON] is selected, the edges are emphasized. If [OFF] is selected, the edges are not emphasized. *If [ECONOMY PRINT] is set to [ON], the edges cannot be emphasized.*	
	[TEXT PRINTING]	Settings	**[ON]** / [OFF]
		Select whether text edges are emphasized. If [ON] is selected, the edges are emphasized. If [OFF] is selected, the edges are not emphasized.	
	[GRFX. PRINTING]	Settings	**[ON]** / [OFF]
		Select whether graphic edges are emphasized. If [ON] is selected, the edges are emphasized. If [OFF] is selected, the edges are not emphasized. *If [ECONOMY PRINT] is set to [ON], the edges cannot be emphasized.*	

<table>
<tr><td rowspan="2">[EDGE STRENGTH]</td><td>Settings</td><td colspan="3">[OFF] / [LOW] / [MIDDLE] / [HIGH]</td></tr>
<tr><td colspan="4">Select the desired amount that edges are emphasized.

If [OFF] is selected, the edges are not emphasized.

If [LOW] is selected, the edges are slightly emphasized.

If [MIDDLE] is selected, the edges are emphasized by an average amount.

If [HIGH] is selected, the edges are highly emphasized.

If [OFF] is selected, the edges are not emphasized, even if an [EDGE ENHANCEMENT] menu item is set to [ON].</td></tr>
<tr><td rowspan="2">[ECONOMY PRINT]</td><td>Settings</td><td colspan="3">[ON] / [OFF]</td></tr>
<tr><td colspan="4">Select whether to print graphics with a reduced density by reducing the amount of toner that is used.

If [ON] is selected, the amount of toner used is reduced when printing.

If [OFF] is selected, the amount of toner used is not reduced when printing.

If [ON] is selected, the edges are not emphasized, even if [IMAGE PRINTING] and [GRFX. PRINTING] of the [EDGE ENHANCEMENT] menu item are set to [ON].</td></tr>
<tr><td rowspan="4">[PCL SETTING]</td><td rowspan="2">[CONTRAST]</td><td>Settings</td><td colspan="2">[+15%] / [+10%] / [+5%] / [0%] / [-5%] / [-10%] / [-15%]</td></tr>
<tr><td colspan="3">The contrast of the image can be adjusted.</td></tr>
<tr><td rowspan="2">[IMAGE PRINTING]</td><td rowspan="2">[RGB SOURCE]</td><td>Settings</td><td>[DEVICE COLOR] / [sRGB]</td></tr>
<tr><td colspan="2">Specify the color space for RGB image data.

If [DEVICE COLOR] is selected, no color space is specified.

RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as [RGB SOURCE].</td></tr>
</table>

		[RGB INTENT]	Settings	**[VIVID]** / [PHOTOGRAPHIC]
			Specify the characteristic applied when converting RGB image data to CMYK data. If [VIVID] is selected, a vivid output is produced. If [PHOTOGRAPHIC] is selected, a brighter output is produced.	
		[RGB GRAY]	Settings	[COMPOSITE BLACK] / **[BLACK AND GRAY]** / [BLACK ONLY]
			Specify how black and grays are reproduced in RGB image data. If [COMPOSITE BLACK] is selected, black is reproduced using the CMYK colors. If [BLACK AND GRAY] is selected, black and gray are reproduced using black only. If [BLACK ONLY] is selected, black is reproduced using only black.	
	[TEXT PRINTING]	[RGB SOURCE]	Settings	[DEVICE COLOR] / **[sRGB]**
			Specify the color space for RGB text data. If [DEVICE COLOR] is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as [RGB SOURCE].	

		[RGB INTENT]	Settings	**[VIVID]** / [PHOTOGRAPHIC]
			Specify the characteristic applied when converting RGB text data to CMYK data. If [VIVID] is selected, a vivid output is produced. If [PHOTOGRAPHIC] is selected, a brighter output is produced.	
		[RGB GRAY]	Settings	[COMPOSITE BLACK] / **[BLACK AND GRAY]** / [BLACK ONLY]
			Specify how black and grays are reproduced in RGB text data. If [COMPOSITE BLACK] is selected, black is reproduced using the CMYK colors. If [BLACK AND GRAY] is selected, black and gray are reproduced using black only. If [BLACK ONLY] is selected, black is reproduced using only black.	
	[GRFX. PRINTING]	[RGB SOURCE]	Settings	[DEVICE COLOR] / **[sRGB]**
			Specify the color space for RGB graphics data. If [DEVICE COLOR] is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as [RGB SOURCE].	

		[RGB INTENT]	Settings	**[VIVID]** / [PHOTOGRAPHIC]
			Specify the characteristic applied when converting RGB graphics data to CMYK data. If [VIVID] is selected, a vivid output is produced. If [PHOTOGRAPHIC] is selected, a brighter output is produced.	
		[RGB GRAY]	Settings	[COMPOSITE BLACK] / **[BLACK AND GRAY]** / [BLACK ONLY]
			Specify how black and grays are reproduced in RGB graphics data. If [COMPOSITE BLACK] is selected, black is reproduced using the CMYK colors. If [BLACK AND GRAY] is selected, black and gray are reproduced using black only. If [BLACK ONLY] is selected, black is reproduced using only black.	

[PS SETTINGS]	[IMAGE PRINTING]	[RGB SOURCE]	Settings	[DEVICE COLOR] / **[sRGB]** / [AppleRGB] / [AdobeRGB1998] / [ColorMatchRGB] / [BlueAdjustRGB]
			Specify the color space for RGB image data. If [DEVICE COLOR] is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as [RGB SOURCE].	
		[RGB INTENT]	Settings	[VIVID] / **[PHOTOGRAPHIC]** / [RELATIVE COLOR] / [ABSOLUTE COLOR]
			Specify the characteristic applied when converting RGB image data to CMYK data. If [VIVID] is selected, a vivid output is produced. If [PHOTOGRAPHIC] is selected, a brighter output is produced. If [RELATIVE COLOR] is selected, relative color is applied to the RGB source profile. If [ABSOLUTE COLOR] is selected, absolute color is applied to the RGB source profile.	

		[RGB GRAY]	Settings	[COMPOSITE BLACK] / **[BLACK AND GRAY]** / [BLACK ONLY]
			Specify how black and grays are reproduced in RGB image data. If [COMPOSITE BLACK] is selected, black is reproduced using the CMYK colors. If [BLACK AND GRAY] is selected, black and gray are reproduced using black only. If [BLACK ONLY] is selected, black is reproduced using only black.	
		[DESTINATION PROF]	Settings	[AUTO]
			Specify the destination profile. If [AUTO] is selected, a destination profile that the machine automatically adapts is selected based on a combination of the specified color matching, halftones and other profiles. Destination profiles downloaded with the Download Manager or PageScope Web Connection are available as [DESTINATION PROF].	

	[TEXT PRINTING]	[RGB SOURCE]	Settings	[DEVICE COLOR] / **[sRGB]** / [AppleRGB] / [AdobeRGB1998] / [ColorMatchRGB] / [BlueAdjustRGB]
			Specify the color space for RGB text data. If [DEVICE COLOR] is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as [RGB SOURCE].	
		[RGB INTENT]	Settings	**[VIVID]** / [PHOTOGRAPHIC] / [RELATIVE COLOR] / [ABSOLUTE COLOR]
			Specify the characteristic applied when converting RGB text data to CMYK data. If [VIVID] is selected, a vivid output is produced. If [PHOTOGRAPHIC] is selected, a brighter output is produced. If [RELATIVE COLOR] is selected, relative color is applied to the RGB source profile. If [ABSOLUTE COLOR] is selected, absolute color is applied to the RGB source profile.	

		[RGB GRAY]	Settings	[COMPOSITE BLACK] / **[BLACK AND GRAY]** / [BLACK ONLY]
			Specify how black and grays are reproduced in RGB text data. If [COMPOSITE BLACK] is selected, black is reproduced using the CMYK colors. If [BLACK AND GRAY] is selected, black and gray are reproduced using black only. If [BLACK ONLY] is selected, black is reproduced using only black.	
		[DESTINATION PROF]	Settings	[AUTO]
			Specify the destination profile. If [AUTO] is selected, a destination profile that the machine automatically adapts is selected based on a combination of the specified color matching, halftones and other profiles. Destination profiles downloaded with the Download Manager or PageScope Web Connection are available as [DESTINATION PROF].	

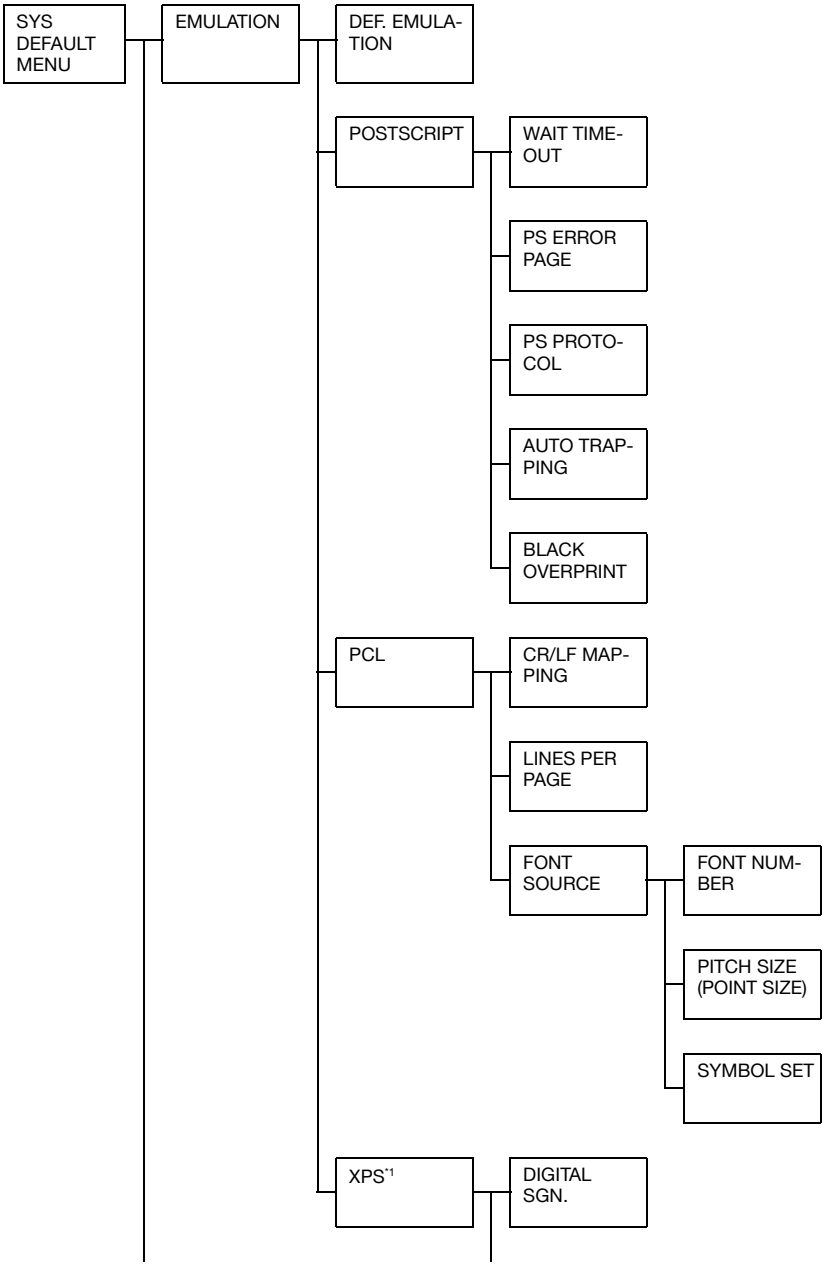
	[GRFX. PRINTING]	[RGB SOURCE]	Settings	[DEVICE COLOR] / **[sRGB]** / [AppleRGB] / [AdobeRGB1998] / [ColorMatchRGB] / [BlueAdjustRGB]
			Specify the color space for RGB graphics data. If [DEVICE COLOR] is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as [RGB SOURCE].	
		[RGB INTENT]	Settings	**[VIVID]** / [PHOTOGRAPHIC] / [RELATIVE COLOR] / [ABSOLUTE COLOR]
			Specify the characteristic applied when converting RGB graphics data to CMYK data. If [VIVID] is selected, a vivid output is produced. If [PHOTOGRAPHIC] is selected, a brighter output is produced. If [RELATIVE COLOR] is selected, relative color is applied to the RGB source profile. If [ABSOLUTE COLOR] is selected, absolute color is applied to the RGB source profile.	

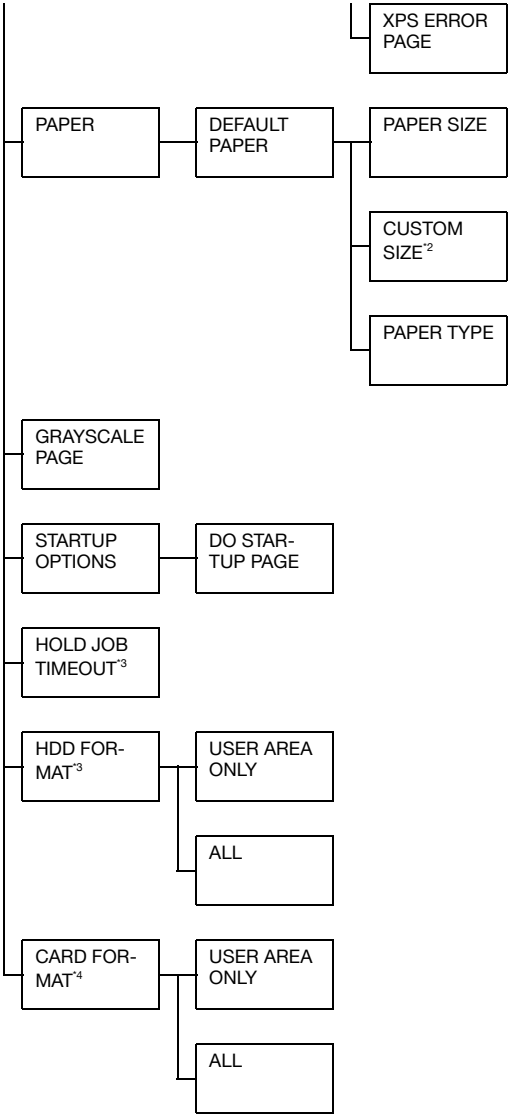
		[RGB GRAY]	Settings	[COMPOSITE BLACK] / **[BLACK AND GRAY]** / [BLACK ONLY]
			Specify how black and grays are reproduced in RGB graphics data. If [COMPOSITE BLACK] is selected, black is reproduced using the CMYK colors. If [BLACK AND GRAY] is selected, black and gray are reproduced using black only. If [BLACK ONLY] is selected, black is reproduced using only black.	
		[DESTINATION PROF]	Settings	[AUTO]
			Specify the destination profile. If [AUTO] is selected, a destination profile that the machine automatically adapts is selected based on a combination of the specified color matching, halftones and other profiles. Destination profiles downloaded with the Download Manager or PageScope Web Connection are available as [DESTINATION PROF].	

	[SIMULATION]	[SIMULATION PROF]	Settings	**[NONE]** / [SWOP] / [Euroscale] / [CommercialPress] / [JapanColor] / [TOYO] / [DIC]
			Specify the simulation profile. If [NONE] is selected, no simulation profile is specified. Simulation profiles downloaded with the Download Manager or PageScope Web Connection are available as [SIMULATION PROF].	
		[SIM. INTENT]	Settings	**[RELATIVE COLOR]** / [ABSOLUTE COLOR]
			Specify the characteristic of the simulation profile. If [RELATIVE COLOR] is selected, relative color is applied to the simulation profile. If [ABSOLUTE COLOR] is selected, absolute color is applied to the simulation profile.	
		[CMYK GRAY]	Settings	**[COMPOSITE BLACK]** / [BLACK AND GRAY] / [BLACK ONLY]
			Specify how black and grays are reproduced using the four CMYK colors. If [COMPOSITE BLACK] is selected, black is reproduced using the CMYK colors. If [BLACK AND GRAY] is selected, black and gray are reproduced using black only. If [BLACK ONLY] is selected, black is reproduced using only black.	

[CALIBRATION]	[TONE CALIBRATION]	Settings	**[ON]** / [OFF]		
		If [ON] is selected, image adjustments are applied. If [OFF] is selected, image adjustments are not applied.			
	[CMYK DENSITY]	[CYAN] / [MAGENTA] / [YELLOW] / [BLACK]	[HIGHLIGHT]	Settings	[+3] / [+2] / [+1] / **[0]** / [-1] / [-2] / [-3]
				The density of the highlight color in images can be adjusted.	
			[MIDDLE]	Settings	[+3] / [+2] / [+1] / **[0]** / [-1] / [-2] / [-3]
				The density of the middle color in images can be adjusted.	
			[SHADOW]	Settings	[+3] / [+2] / [+1] / **[0]** / [-1] / [-2] / [-3]
				The density of the shadow color in images can be adjusted.	
[COLOR SEPARATION]	Settings	[ON] / **[OFF]**			
	If [ON] is selected, color separation are performed. The contents of a color page is separated into the color pages for yellow, magenta, cyan and black, and each is printed with black gradations as individual pages. The printing order is yellow, magenta, cyan, then black. If [OFF] is selected, color separation is not performed. A normal color separation is performed.				

SYS DEFAULT MENU





**1 This menu item appears only if an optional Hard Disk Kit HD-P03 or a CompactFlash card is installed.*
**2 This menu item appears only if [PAPER SIZE] is set to [CUSTOM].*
**3 This menu item appears only if an optional Hard Disk Kit HD-P03 is installed.*
**4 This menu item appears only if an optional CompactFlash card is installed.*

Manufacturer's default settings appear in bold.

[EMULATION]	[DEF. EMULATION]	Settings	**[AUTO]** / [POSTSCRIPT] / [PCL]	
		Specify the machine emulation language. If [AUTO] is selected, the machine automatically selects the machine emulation language from the data stream.		
	[POSTSCRIPT]	[WAIT TIME OUT]	Settings	0-300 (Default: **[0]**)
			Specify the time until an error is determined to be a PostScript error. If [0] is selected, no timeout is performed.	
		[PS ERROR PAGE]	Settings	[ON] / **[OFF]**
			Select whether or not an error page is printed when a Postscript error occurs.	
		[PS PROTOCOL]	Settings	**[AUTO]** / [NORMAL] / [BINARY]
			Specify the protocol for data transmissions with a PostScript data stream. If [AUTO] is selected, the machine automatically selects an applicable protocol from the data stream.	
		[AUTO TRAPPING]	Settings	[ON] / **[OFF]**
			Select whether or not neighboring colors are printed superimposed in order to prevent white space around images.	
		[BLACK OVERPRINT]	Settings	[TEXT/GRAPHIC] / [TEXT] / **[OFF]**
			Specify whether black objects are printed (superimposed) on a neighboring color in order to prevent white space around black characters or figures. If [TEXT/GRAPHIC] is selected, superimposed printing is applied to text and graphics. If [TEXT] is selected, superimposed printing is applied to text.	

	[PCL]	[CR/LF MAP-PING]	Settings	**[CR=CR LF=LF]** / [CR=CRLF LF=LF] / [CR=CR LF=LFCR] / [CR=CRLF LF=LFCR]	
			Select the definitions of the CR/LF codes in the PCL language.		
		[LINES PER PAGE]	Settings	5-128 (Default: **[60]**)	
			Specify the number of lines per page in the PCL language.		
		[FONT SOURCE]	[FONT NUMBER]	Settings	0-102 (Default: **[0]**)
				Specify the default font in the PCL language. The font numbers that appear correspond to the PCL font list. For details on printing the font list, refer to “REPORT” on page 2-17.	
			[PITCH SIZE (POINT SIZE)]	Settings	0.44-99.99 (Default: **[10.00]**) (4.00-999.75 (Default: **[12.00]**)
				Specify the font size in the PCL language. If the selected [FONT NUMBER] is for a bitmap font, [PITCH SIZE] appears. If the selected [FONT NUMBER] is for an outline font, [POINT SIZE] appears.	
			[SYMBOL SET]	Specify the symbol set used with the PCL language. The default setting is **[PC8]**.	

	[XPS]	[DIGITAL SGN.]	Settings	[ENABLE] / **[DISABLE]**
			Select whether to enable or disable XPS digital signatures. If [ENABLE] is selected, XPS digital signatures are enabled. If [DISABLE] is selected, XPS digital signatures are disabled.	
		[XPS ERROR PAGE]	Settings	**[ON]** / [OFF]
			Select whether or not an error report is printed after an XPS error has occurred. If [ON] is selected, the error report is printed. If [OFF] is selected, the error report is not printed.	
[PAPER]	[DEFAULT PAPER]	[PAPER SIZE]	Settings	**[LETTER]** / [LEGAL] / [EXECUTIVE] / **[A4]** / [A5] / [A6] / [B5(JIS)] / [B6(JIS)] / [GOVT LETTER] / [STATEMENT] / [FOLIO] / [SP FOLIO] / [UK QUARTO] / [FOOLSCAP] / [GOVT LEGAL] / [16K] / [PHOTO 4×6] / [KAI 16] / [KAI 32] / [ENV C6] / [ENV DL] / [ENV MONARCH] / [ENV CHOU#3] / [ENV CHOU#4] / [B5(ISO)] / [ENV #10] / [JPOST 100x148] / [JPOST-D 148x200] / [8 1/8x13 1/4] / [8 1/2x13 1/2] / [CUSTOM]
			Select the size of media that is normally used. *The default setting is **[A4]** for 220 V models, and **[LETTER]** for other models.* *Depending on the setting selected for [UTILITY] / [ADMIN. MANAGEMENT] / [USER SETTING] / [PRESET ZOOM], [PHOTO 4×6] may change to [PHOTO 10× 15].*	

		[CUSTOM SIZE]	Specify the media size when [PAPER SIZE] is set to [CUSTOM]. The Setting range for [WIDTH] is 3.63 to 8.50 inches (92 to 216 mm). The default setting is **[8.26]** inches (**[210]** mm) for 220 V models, and **[8.50]** inches (**[216]** mm) for other models. The Setting range for [LENGTH] is 5.83 to 14.00 inches (148 to 356 mm). The default setting is **[11.69]** inches (**[297]** mm) for 220 V models, and **[11.00]** inches (**[279]** mm) for other models.	
		[PAPER TYPE]	Settings	**[PLAIN PAPER]** / [RECYCLED] / [THICK 1] / [THICK 2] / [LABEL] / [ENVELOPE] / [POSTCARD] / [LETTERHEAD] / [GLOSSY 1] / [GLOSSY 2] / [SINGLE SIDE ONLY] / [SPECIAL PAPER]
			Select the type of media that is normally used.	
[GRAYSCALE PAGE]	Settings	[AUTO] / **[GRAYSCALE PRINT]** / [COLOR PRINT]		
	Specify the operation to be performed for black-and-white pages in a job specified for color printing. If [AUTO] is selected, printing is automatically performed according to the first page of the job. If [GRAYSCALE PRINT] is selected, black-and-white printing is automatically performed depending on each page. If [COLOR PRINT] is selected, color printing is performed, even for a black-and-white page.			
[STARTUP OPTIONS]	[DO STARTUP PAGE]	Settings	[ON] / **[OFF]**	
		Select whether or not a startup page is printed when the machine is turned on.		
[HOLD JOB TIME OUT]	Settings	**[DISABLE]** / [1 hour] / [4 hours] / [1 day] / [1 week]		
	Specify the length of time until print jobs saved on the hard disk are deleted. If [DISABLE] is selected, print jobs are not deleted at a specific time.			

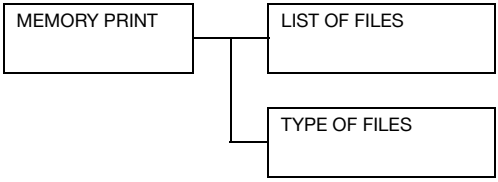
[HDD FORMAT]	[USER AREA ONLY]	Initialize the user area of the hard disk. When this menu item is selected, the machine is automatically restarted.
	[ALL]	Initialize the hard disk. When this menu item is selected, the machine is automatically restarted.
[CARD FORMAT]	[USER AREA ONLY]	Initialize the user area of the CompactFlash card. When this menu item is selected, the machine is automatically restarted.
	[ALL]	Initialize the CompactFlash card. When this menu item is selected, the machine is automatically restarted.

MEMORY PRINT Menu

To display the [MEMORY PRINT] menu, select [MEMORY PRINT] in the main screen (Copy mode), and then press the **Select** key. From this menu, memory direct printing operations can be performed, and various memory direct printing settings can be specified.

The [MEMORY PRINT] menu is structured as shown below.

This menu item appears only if an optional Hard Disk Kit HD-P03 or a CompactFlash card is installed. In addition this menu item does not appear if public user access has not been permitted through authentication settings. For details on the authentication settings, refer to the [Reference Guide] on the Documentation CD/DVD.



Manufacturer's default settings appear in bold.

<table>
<tr><td rowspan="4">[LIST OF FILES]</td><td colspan="3">Select the file that you wish to output, and then press the Select key.

If the file to be printed is in a folder, select the folder, and then press the Select key.</td></tr>
<tr><td rowspan="2">[PAPER SELECT]</td><td>Settings</td><td>[LETTER] / [LEGAL] / [EXECUTIVE] / [A4] / [A5] / [A6] / [B5(JIS)] / [B6(JIS)] / [GOVT LETTER] / [STATEMENT] / [FOLIO] / [SP FOLIO] / [UK QUARTO] / [FOOLSCAP] / [GOVT LEGAL] / [16K] / [PHOTO 4×6] / [KAI 16] / [KAI 32] / [ENV C6] / [ENV DL] / [ENV MONARCH] / [ENV CHOU#3] / [ENV CHOU#4] / [B5(ISO)] / [ENV #10] / [JPOST 100×148] / [JPOST-D 148×200] / [8 1/2×13 1/2] / [8 1/8×13 1/4] / [CUSTOM]</td></tr>
<tr><td colspan="2">Change the size of the paper.

The default setting is the setting selected for [PS/PCL PRINT] / [SYS DEFAULT MENU] / [PAPER] / [DEFAULT PAPER] / [PAPER SIZE].

Depending on the setting selected for [UTILITY] / [ADMIN. MANAGEMENT] / [USER SETTING] / [PRESET ZOOM], [PHOTO 4×6] may change to [PHOTO 10×15].

This menu item does not appear if the selected file is PDF and XPS file.</td></tr>
<tr><td rowspan="2">[SIMPLEX/ DUPLEX]</td><td>Settings</td><td>[1-SIDE] / [2-SIDE]</td></tr>
<tr><td colspan="2">If [2-SIDE] is selected, you can get duplex printing.

If [LONG EDGE] is selected, the page will be printed on both sides of the paper for long edge binding.

If [SHORT EDGE] is selected, the page will be printed on both sides of the paper for short edge binding.</td></tr>
</table>

	[COPY QUANTITY]	Settings	1-9999 (Default: **[1]**)
		Specify the number of copies to be printed (between 1 and 9999). *This menu item does not appear if the selected file is XPS file.*	
	[COPY FINISHING]	Settings	**[NON-SORT]** / [SORT]
		Select whether to collate the copies. If [NON-SORT] is selected, collated printing is not performed. If [SORT] is selected, collated printing is performed.	
[TYPE OF FILES]	Settings	**[PDF,XPS,TIFF,JPG]** / [PDF,XPS]	
	Select the type of files to be displayed.		

Media Handling 3

Media

Specifications

Media	Media Size		Tray*1	Duplex	Copy	Print	FAX
	Inch	Millimeter					
Letter	8.5 × 11.0	215.9 × 279.4	1/2/3	Yes	Yes	Yes	Yes
Legal	8.5 × 14.0	215.9 × 355.6	1/3	Yes	Yes*2	Yes*2	Yes
Executive	7.25 × 10.5	184.2 × 266.7	1/2/3	Yes	Yes	No	No
A4	8.2 × 11.7	210.0 × 297.0	1/2/3	Yes	Yes	Yes	Yes
A5	5.9 × 8.3	148.0 × 210.0	1/2	No	Yes	Yes	No
A6		105.0 × 148.0	1/2	No	No	No	No
B5 (JIS)	7.2 × 10.1	182.0 × 257.0	1/2/3	Yes	Yes	Yes	No
B6		128.0 × 182.0	1/2	Yes	No	No	No
Government Letter	8.0 × 10.5	203.2 × 266.7	1/2	Yes	Yes	No	No
Statement	5.5 × 8.5	139.7 × 215.9	1/2	No	Yes	Yes	No
Folio	8.25 × 13.0	210.0 × 330.0	1	Yes	Yes*2	Yes*3	No
SP Folio	8.5 × 12.7	215.9 × 322.3	1	Yes	No	No	No
UK Quarto	8.0 × 10.0	203.2 × 254.0	1/2	Yes	No	No	No
Foolscap	8.0 × 13.0	203.2 × 330.2	1	Yes	No	No	No
Government Legal	8.5 × 13.0	215.9 × 330.2	1/3	Yes	No	No	No
16K	7.7 × 10.6	195.0 × 270.0	1/2	Yes	No	No	No
Photo size 4 × 6"(10 × 15)	4.0 × 6.0	101.6 × 152.4	1/2	No	No	No	No
Kai 16	7.3 × 10.2	185.0 × 260.0	1/2	Yes	No	No	No
Kai 32	5.1 × 7.3	130.0 × 185.0	1/2	No	No	No	No
8 1/2 × 13 1/2	8.5 × 13.5	215.9 × 342.9	1	Yes	Yes*2	No	No
8 1/8 × 13 1/4	8.125 × 13.25	206.4 × 336.6	1	Yes	No	No	No
J-Postcard	3.9 × 5.8	100.0 × 148.0	1/2	No	Yes	No	No
Double Postcard	5.8 × 7.9	148.0 × 200.0	1/2	No	Yes	No	No
B5 (ISO)	6.9 × 9.8	176.0 × 250.0	1	No	No	No	No
Envelope #10	4.125 × 9.5	104.8 × 241.3	1	No	Yes	No	No
Envelope Monarch	7.5 × 3.875	190.5 × 98.4	1	No	No	No	No
Envelope DL	8.7 × 4.3	220.0 × 110.0	1	No	Yes	No	No
Envelope C6	6.4 × 4.5	162.0 × 114.0	1	No	No	No	No
Envelope Chou #3	4.7 × 9.2	120.0 × 235.0	1	No	Yes	No	No
Envelope Chou #4	3.5 × 8.1	90.0 × 205.0	1	No	No	No	No
Custom(Tray1)	3.6-8.5 × 5.8-14.0	92-216 × 148-356	1	No	No	No	No
Custom(Tray2)	3.6-8.5 × 5.8-11.7	92-216 × 148-297	2	No	No	No	No
Custom(Duplex)	7.2-8.5 × 10.0-14.0	182-216 × 254-356	-	Yes	No	No	No

Media	Media Size		Tray*1	Duplex	Copy	Print	FAX
	Inch	Millimeter					
Custom (Scan)	0.5-8.5 × 0.5-11.7	12.7-215.9 × 12.7-297	-	-	Yes	Yes*4	No

Notes:
*1 Tray 1 = Multipurpose
Tray 3 = Plain paper, Single side only and Special paper
*2 ADF only
*3 ADF only, TWAIN scan only
*4 Original glass only, TWAIN scan only

Types

Before purchasing a large quantity of special media, do a trial print with the same media and check the print quality.

Keep media on a flat, level surface in its original wrapper until it is time to load it. For a list of approved media, refer to http://konicaminolta.com.

Plain Paper (Recycled Paper)

Capacity	**Tray 1**	Up to 100 sheets, depending on the media weight
	Tray 2	Up to 250 sheets, depending on the media weight
	Tray 3	Up to 500 sheets, depending on the media weight
Orientation	**Tray 1**	Face down
	Tray 2/3	Face up
Driver Media Type	[Plain Paper] ([Recycled])	
Weight	60 to 90 g/m²	
Duplexing	Refer to “Specifications” on page 3-2.	

Use plain paper that is

- Suitable for plain paper printers and copiers, such as standard or recycled office paper.

DO NOT use media that is

- Coated with a processed surface (such as carbon paper and colored paper that has been treated)
- Carbon backed
- Unapproved iron-on transfer media (such as heat-sensitive paper, heat-pressure paper, and heat-press transfer paper)
- Cold-water-transfer paper
- Pressure sensitive
- Designed specifically for inkjet printers (such as superfine paper, glossy film, and postcards)
- Already been printed on by another printer, copier, or fax machine
- Dusty
- Wet (or damp)

  Keep media between 15% and 85% relative humidity. Toner does not adhere well to moist or wet media.
- Layered
- Adhesive
- Folded, creased, curled, embossed, warped, or wrinkled
- Perforated, three-hole punched, or torn
- Too slick, too coarse, or too textured
- Different in texture (roughness) on the front and back
- Too thin or too thick
- Stuck together with static electricity
- Composed of foil or gilt; too luminous
- Heat sensitive or cannot withstand the fusing temperature (180°C (356°F))
- Irregularly shaped (not rectangular or not cut at right angles)
- Attached with glue, tape, paper clips, staples, ribbons, hooks, or buttons
- Acidic
- Any other media that is not approved

Thick Stock

Paper thicker than 90 g/m^2 (24 lb) is referred to as thick stock. Test all thick stock to ensure acceptable performance and to ensure that the image does not shift.

You can print continuously with thick stock. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	**Tray 1/2**	Up to 20 sheets, depending on their thickness
	Tray 3	Not supported
Orientation	**Tray 1**	Face down
	Tray 2	Face up
Driver Media Type	[Thick 1 (91–150g/m^2)] [Thick 2 (151–210g/m^2)]	
Weight	91 to 210 g/m^2	
Duplexing	Not supported with copy functions Supported with printing functions Refer to “Specifications” on page 3-2.	

DO NOT use thick stock that is

- Mixed with any other media in the trays (as this will cause media misfeeding)

Envelope

Print on the front (address) side only. Some parts of the envelope consist of three layers of paper—the front, back, and flap. Anything printed in these layered regions may be lost or faded.

You can print continuously with envelope. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	**Tray 1**	Up to 10 sheets, depending on their thickness
	Tray 2/3	Not supported
Orientation	Face down	

Driver Media Type	[Envelope]
Duplexing	Not supported

Use envelopes that are

- Common office envelopes approved for laser printing with diagonal joints, sharp folds and edges, and ordinary gummed flaps

  Because the envelopes pass through heated rollers, the gummed area on the flaps may seal. Using envelopes with emulsion-based glue avoids this problem.

- Approved for laser printing
- Dry

DO NOT use envelopes that have

- Sticky flaps
- Tape seals, metal clasps, paper clips, fasteners, or peel-off strips for sealing
- Transparent windows
- Too rough of a surface
- Material that will melt, vaporize, offset, discolor, or emit dangerous fumes
- Been presealed

Label

A sheet of labels consists of a face sheet (the printing surface), adhesive, and a carrier sheet:

- The face sheet must follow the plain paper specification.
- The face sheet surface must cover the entire carrier sheet, and no adhesive should come through on the surface.

You can print continuously with label sheets. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement. Check your application documentation for more information on printing labels.

Capacity	**Tray 1/2**	Up to 20 sheets, depending on their thickness
	Tray 3	Not supported

Orientation	**Tray 1**	Face down
	Tray 2	Face up
Driver Media Type	[Label]	
Weight	60 to 163 g/m^2	
Duplexing	Not supported	

Use label sheets that are

- Recommended for laser printing

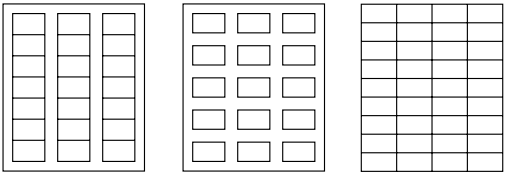
DO NOT use label sheets that

- Have labels that easily peel off or have parts of the label already removed
- Have backing sheets that have peeled away or have exposed adhesive

  Labels may stick to the fuser, causing them to peel off and media misfeeds to occur.

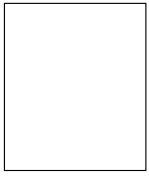
- Are precut or perforated

Do not use



Shiny backed paper

OK to use



Full-page labels (uncut)

Letterhead

You can print continuously with letterhead. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement.

Capacity	**Tray 1/2**	Up to 20 sheets, depending on their size and thickness
	Tray 3	Not supported
Orientation	**Tray 1**	Face down
	Tray 2	Face up

Driver Media Type	[Letterhead]
Duplexing	Not supported

Postcard

You can print continuously with postcard. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement.

Capacity	**Tray 1/2**	Up to 20 sheets, depending on their thickness
	Tray 3	Not supported
Orientation	**Tray 1**	Face down
	Tray 2	Face up
Driver Media Type	[Postcard]	
Duplexing	Not supported	

Use postcards that are

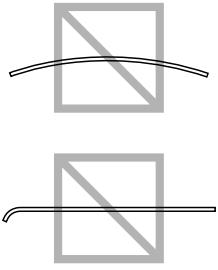
- Approved for laser printing

DO NOT use postcards that are

- Coated
- Designed for inkjet printers
- Precut or perforated
- Preprinted or multicolored

If the postcard is warped, press on the warped area before putting it in the tray.

- Folded or wrinkled



Glossy Media

Test all glossy media to ensure acceptable performance and to ensure that the image does not shift.

You can print continuously with glossy media. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	**Tray 1/2**	Up to 20 sheets, depending on their thickness
	Tray 3	Not supported
Orientation	**Tray 1**	Face down
	Tray 2	Face up
Driver Media Type	[Glossy1 (100–128g/m^2)] [Glossy2 (129–158g/m^2)]	
Duplexing	Not supported	

DO NOT use glossy media that is

- Mixed with any other media in the trays (as this will cause media misfeeding)
- Specified for inkjet printers only

Single Side Only

Print on the single side only.

You can print continuously with single side only paper. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Select this setting when paper that should not be used with double sided copying (for example, when on side has already been printed on) is loaded as plain paper with a weight of 60 to 90 g/m^2.

Capacity	**Tray 1**	Up to 100 sheets, depending on the paper weight.
	Tray 2	Up to 250 sheets, depending on the paper weight.
	Tray 3	Up to 500 sheets, depending on the paper weight.

Orientation	**Tray 1**	Face down
	Tray 2/3	Face up
Driver Media Type	[Single Side Only (60–90g/m²)]	
Weight	60 to 90 g/m²	
Duplexing	Not supported	

Use single side only paper that is

- Suitable for plain paper laser printers, such as standard or recycled office paper
- Plain paper that has been printed on with same printer

DO NOT use single side only paper that is

- Not approved for use as plain paper

Special Paper

You can print continuously with special paper. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Select this setting when special paper, for example, color high-quality paper, is loaded as plain paper with a weight of 60 to 90 g/m².

Capacity	**Tray 1**	Up to 100 sheets, depending on the paper weight.
	Tray 2	Up to 250 sheets, depending on the paper weight.
	Tray 3	Up to 500 sheets, depending on the paper weight.
Orientation	**Tray 1**	Face down
	Tray 2/3	Face up
Driver Media Type	[Special Paper (60–90g/m²)]	
Weight	60 to 90 g/m²	
Duplexing	Not supported with copy functions Supported with printing functions Refer to “Specifications” on page 3-2.	

Use special paper that is

- Approved for laser printers

DO NOT use special paper that is

- Not approved for use as plain paper

Guaranteed Imageable (Printable) Area

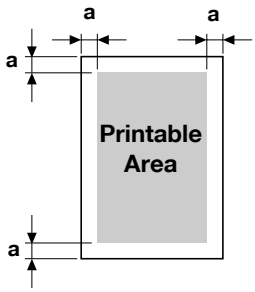
The printable area differs depending on whether copying or printing is being performed. Be aware of the following when performing these operations.

When copying

The printable area for all media sizes is up to 4.0 mm (0.157") from the edges of the media.

When printing

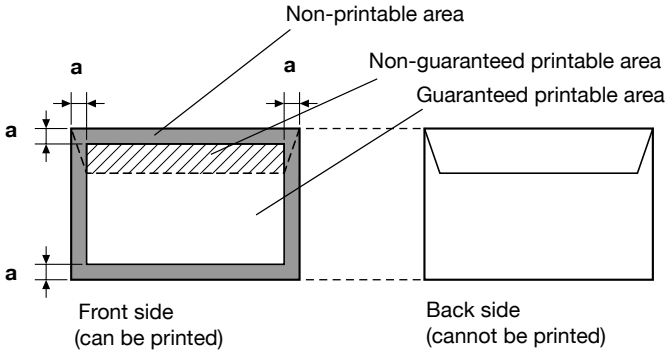
The printable area for all media sizes is up to 4.2 mm (0.165") from the edges of the media.
When specifying a custom page size from an application, specify a size that fits within the printable area in order to achieve the best results.



a = 4.0 mm (0.157") when copying, 4.2 mm (0.165") when printing

Envelopes

Envelopes can only be printed on their front sides (side where the recipient's address is written). In addition, printing on the front side in the area overlap-pingthe back flap cannot be guaranteed. The location of this area differs depending on the envelope type.



a = 4.0 mm (0.157") when copying, 4.2 mm (0.165") when printing

The envelope print orientation is determined by your application.

Page Margins

Margins are set through your application. Some applications allow you to set custom page sizes and margins while others have only standard page sizes and margins from which to choose. If you choose a standard format, you may lose part of your image (due to imageable area constraints). If you can custom-size your page in your application, use those sizes given for the imageable area for optimum results.

Loading Media

How do I load media?

Note

Do not mix media of different types and sizes, as this will cause media misfeeds or machine trouble.

Note

Paper edges are sharp and may cause injuries.

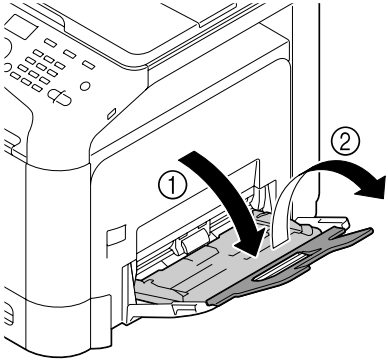
When refilling media, first remove any media remaining in the tray. Stack it with the new media, even the edges, then reload it.

Tray 1 (Manual Feed Tray)

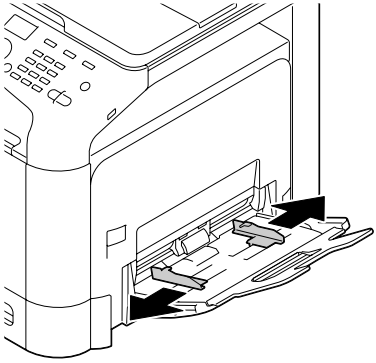
For details on the types and sizes of media that can be printed from Tray 1, refer to “Specifications” on page 3-2.

Loading Plain Paper, Single Side Only and Special Paper

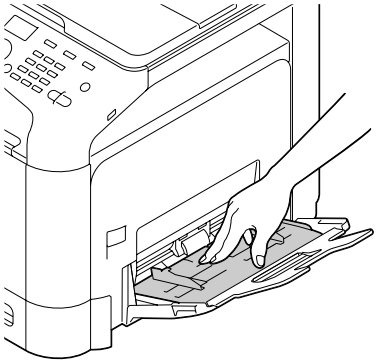
1 Open Tray 1.



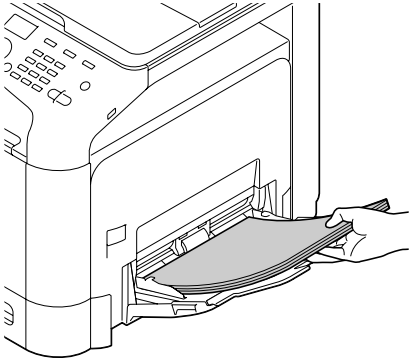
2 Slide the media guides to provide more space between them.



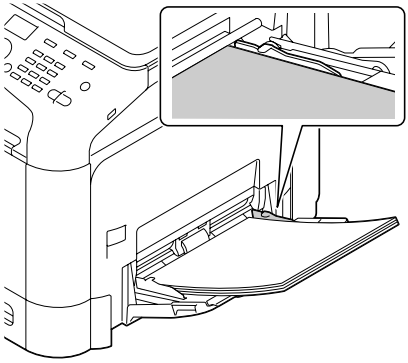
3 Press down on the center of the paper-lifting plate until the left and right locking tabs (white) lock into place.



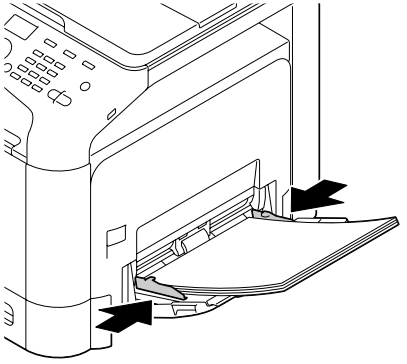
4 Load the paper face down in the tray.



Do not load so much paper that the top of the stack is higher than the maximum limit guide. Up to 100 sheets (80 g/m^2) of plain paper can be loaded into the tray at one time.



5 Slide the media guides against the edges of the paper.



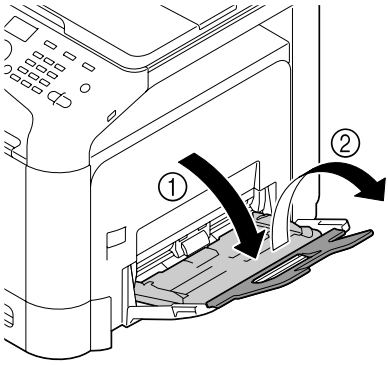
6 Select [PAPER SETUP]/[TRAY1 PAPER] in the [UTILITY] menu, and then select the settings for the size and type of paper that is loaded. See also “Specifications” on page 3-2.

Other Media

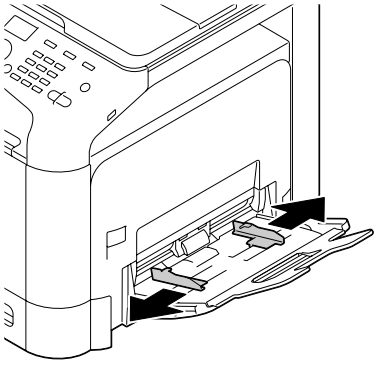
When loading media other than plain paper, set the media mode (Envelope, Label, Letterhead, Thick 1, Thick 2, Glossy 1, Glossy 2, or Postcards) in the driver for optimum print quality.

Loading Envelopes

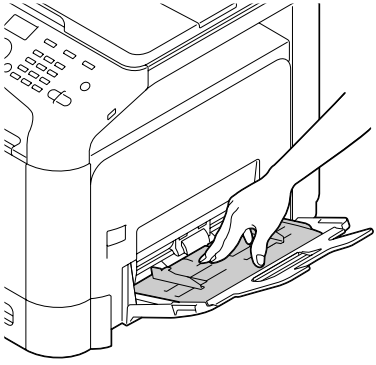
1 Open Tray 1.



2 Slide the media guides to provide more space between them.

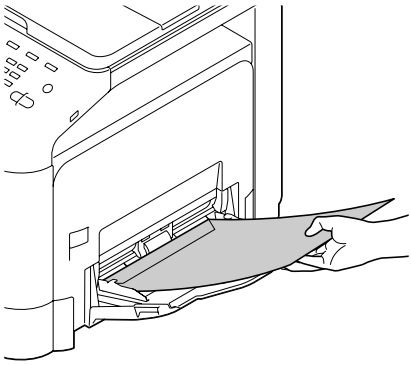


3 Press down on the center of the paper-lifting plate until the left and right locking tabs (white) lock into place.



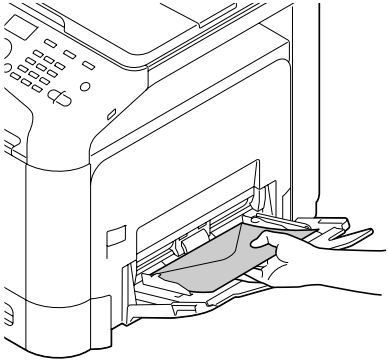
4 Load the envelopes flap side up in the tray.

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed; otherwise the envelopes may become wrinkled or a media misfeed may occur.

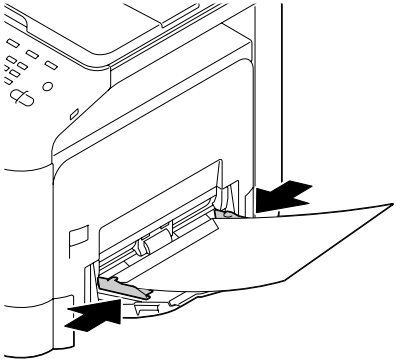


Up to 10 envelopes can be loaded into the tray at one time.

For envelopes with the flap along the long edge (Envelope C6, Envelope Monarch and Envelope DL), load the envelopes with the flap side inserted first.



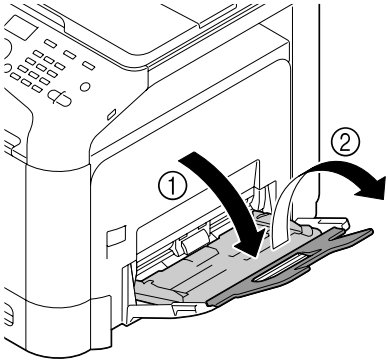
5 Slide the media guides against the edges of the envelopes.



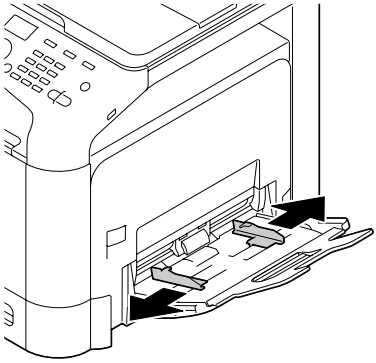
6 Select [PAPER SETUP]/[TRAY1 PAPER] in the [UTILITY] menu, and then select the settings for the size and type of media that is loaded. See also “Specifications” on page 3-2.

Loading Label Sheets/Letterheads/Postcards/Thick Stock and Glossy Media

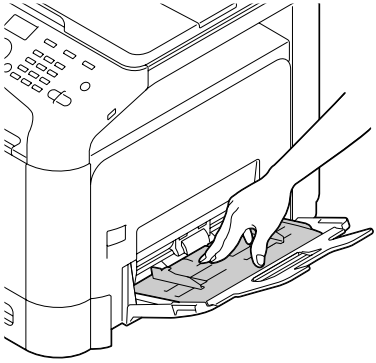
1 Open Tray 1.



2 Slide the media guides to provide more space between them.

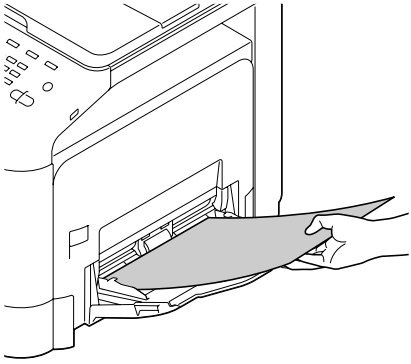


3 Press down on the center of the paper-lifting plate until the left and right locking tabs (white) lock into place.

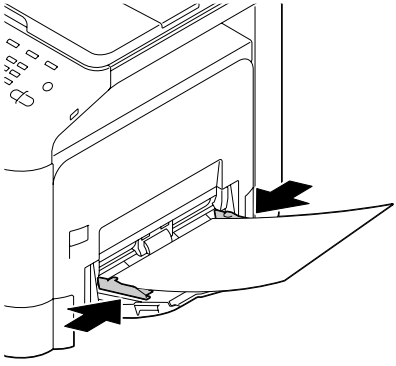


4 Load the media face down in the tray.

Up to 20 sheets can be loaded into the tray at one time.



5 Slide the media guides against the edges of the media.

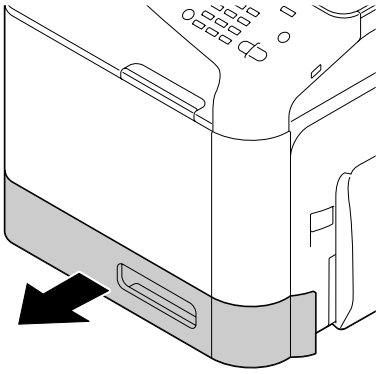


6 Select [PAPER SETUP]/[TRAY1 PAPER] in the [UTILITY] menu, and then select the settings for the size and type of media that is loaded. See also “Specifications” on page 3-2.

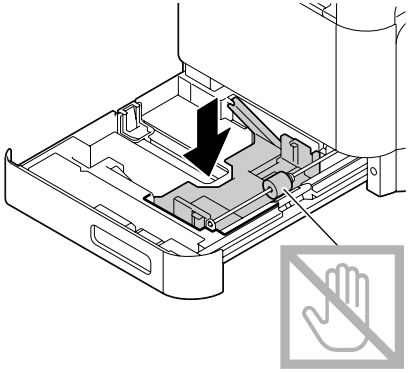
Tray 2

Loading Plain Paper, Single Side Only and Special Paper

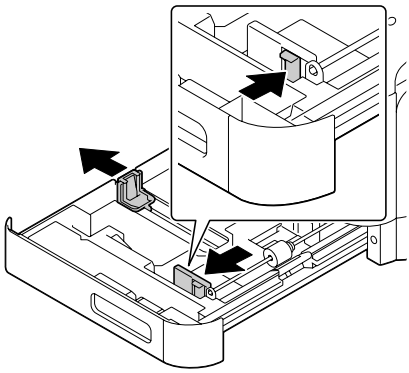
1 Pull out Tray 2.



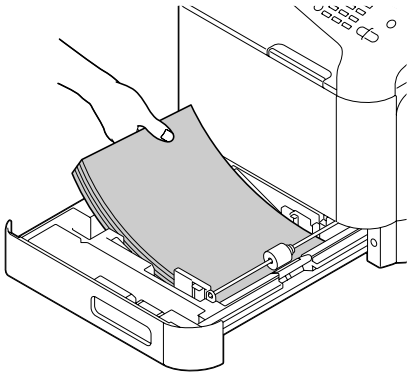
2 Press down the media pressure plate to lock it into place.



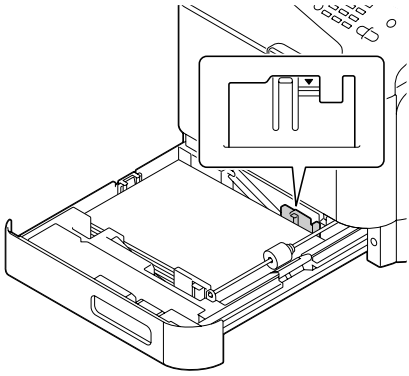
3 Slide the media guides to provide more space between them.



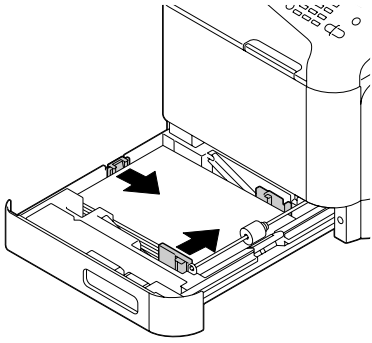
4 Load the paper face up in the tray.



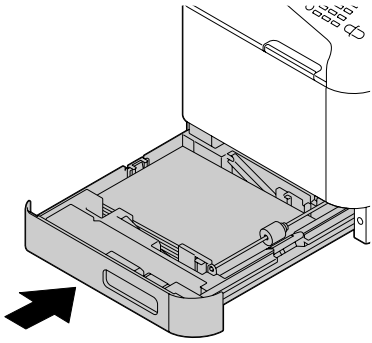
Do not load above the ▼ mark. Up to 250 sheets (80 g/m²) of plain paper can be loaded into the tray at one time.



5 Slide the media guides against the edges of the paper.



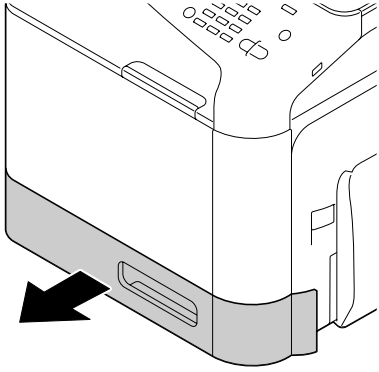
6 Close Tray 2.



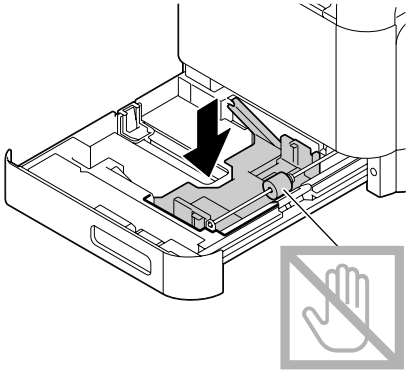
7 Select [PAPER SETUP]/[TRAY2 PAPER] in the [UTILITY] menu, and then select the settings for the size of paper that is loaded. See also “Specifications” on page 3-2.

Loading Label Sheets/Letterhead/Postcards/Thick Stock and Glossy Media

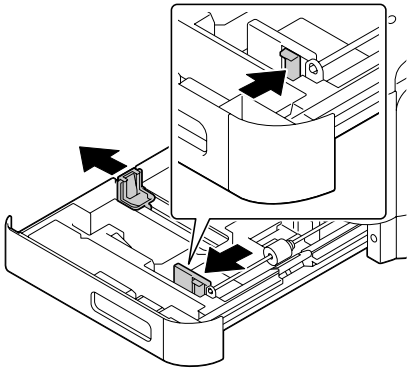
1 Pull out Tray 2.



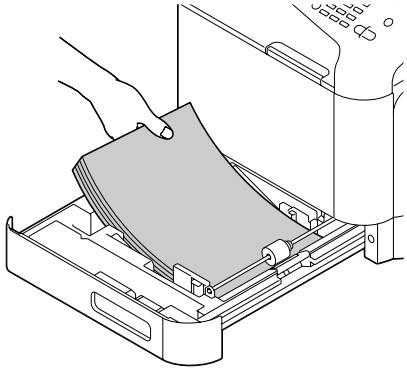
2 Press down the media pressure plate to lock it into place.



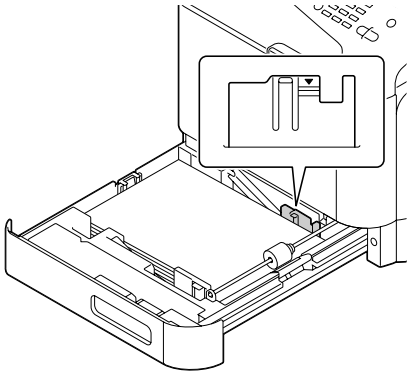
3 Slide the media guides to provide more space between them.



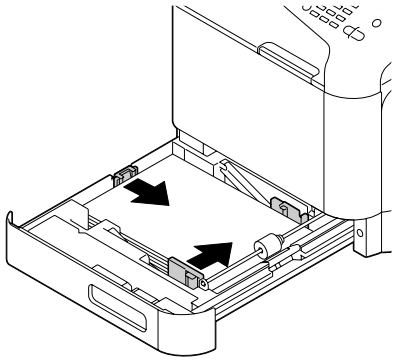
4 Load the paper face up in the tray.



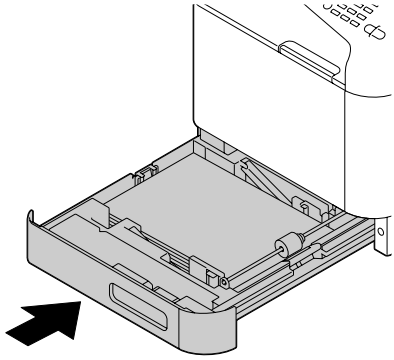
Up to 20 sheets can be loaded into the tray at one time.



5 Slide the media guides against the edges of the paper.



6 Close Tray 2.

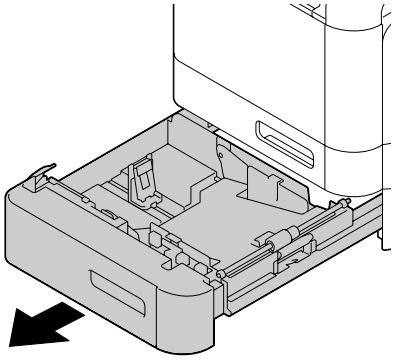


7 Select [PAPER SETUP]/[TRAY2 PAPER] in the [UTILITY] menu, and then select the settings for the size of paper that is loaded. See also “Specifications” on page 3-2.

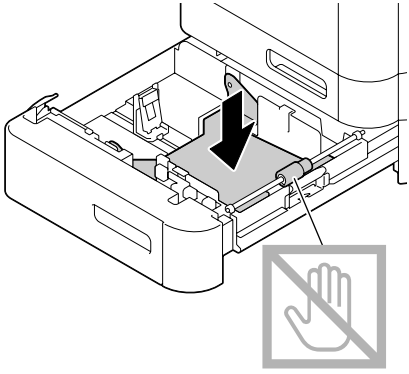
Tray 3 (Optional Lower Feeder Unit PF-P09)

Loading Plain Paper, Single Side Only and Special Paper

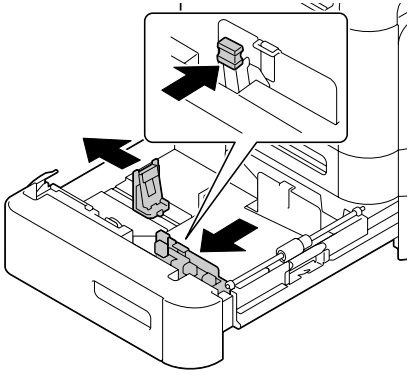
1 Pull out Tray 3.



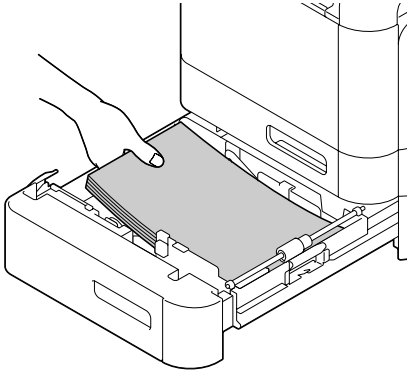
2 Press down the media pressure plate to lock it into place.



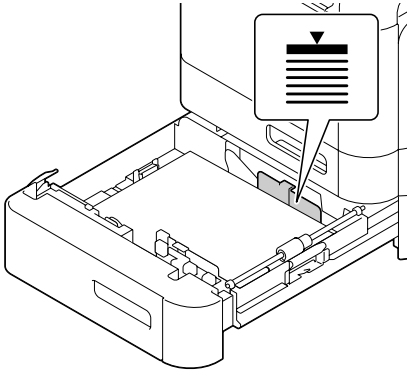
3 Slide the media guides to provide more space between them.



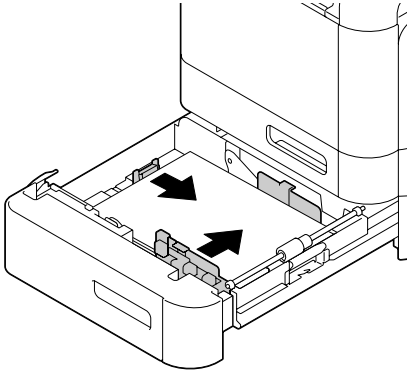
4 Load the paper face up in the tray.



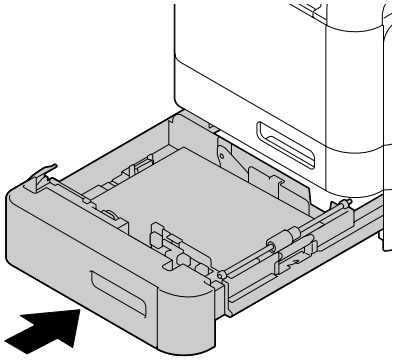
Do not load above the ▼ mark. Up to 500 sheets (80 g/m^2) of plain paper can be loaded into the tray at one time.



5 Slide the media guides against the edges of the paper.



6 Close Tray 3.



7 Select [PAPER SETUP]/[TRAY3 PAPER] in the [UTILITY] menu, and then select the settings for the size of paper that is loaded. See also “Specifications” on page 3-2.

About Duplex Printing

Duplex (double-sided) printing can be done with this machine, which has the duplex unit built in as a standard. If the paper has low opacity (high translucency), then the printed data from one side of the page will show through to the other side. Check your application for margin information. For best results, print a small quantity to make sure the opacity is acceptable.

Note

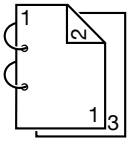
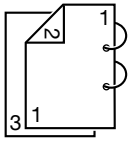
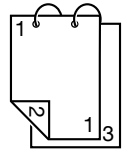
Only plain paper (60 to 90 g/m^2), special paper (60 to 90 g/m^2) and thick stock (91 to 210 g/m^2) can be autoduplexed. See "Types" on page 3-3.

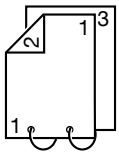
Duplexing envelopes, labels, letterheads, postcards, glossy media or single side only paper is not supported.

How do I autoduplex?

Check your application to determine how to set your margins for duplex (double-sided) printing.

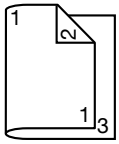
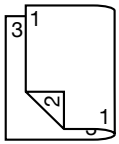
The following Binding Position settings are available.

	If [Long Edge (Left)] is selected, the pages will be laid out to flip at the side.
	If [Long Edge (Right)] is selected, the pages will be laid out to flip at the right.
	If [Short Edge (Top)] is selected, the pages will be laid out to flip at the top.

	If [Short Edge (Bottom)] is selected, the pages will be laid out to flip at the bottom.

In addition, if [Print Type] has been set to [Booklet], autoduplex printing is performed.

The following order settings are available when [Booklet] is selected.

	If [Left Binding] is selected, the pages can be folded as a left-bound booklet.
	If [Right Binding] is selected, the pages can be folded as a right-bound booklet.

1 Load plain paper into the tray.

2 From the printer driver, specify duplex (double-sided) printing ([Layout] tab in Windows).

3 Click [OK].

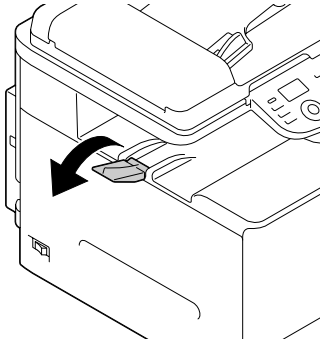
With autoduplexing, the back side is printed first, and then the front side is printed.

Output Tray

All media is fed out facing down into the output tray on the machine. This tray has a capacity of approximately 150 sheets (A4/Letter) of plain paper, 80 g/m^2 or 10 sheets (A4/Letter) of special paper, 80 g/m^2.

If the media is stacked too high in the output tray, your machine may experience media misfeeds, excessive media curl, or static buildup.

The output tray can be extended. Adjust the output tray according to the size of paper to be printed on.



Media Storage

- Keep media on a flat, level surface in its original wrapper until it is time to load it.

  Media that has been stored for a long time out of its packaging may dry up too much and cause misfeeding.

- If media has been removed from its wrapper, place it in its original packaging and store in a cool, dark place on a level surface.
- Avoid moisture, excessive humidity, direct sunlight, excessive heat (above 35°C (95°F)), and dust
- Avoid leaning against other objects or placing it in an upright position.

Before using stored media, do a trial print and check print quality.

Original Media

Specifications

Documents that can be placed on the original glass

The following types of documents can be placed on the original glass.

Document type	Sheets, books, three-dimentional object
Document size	A4
Maximum weight	3 kg

Observe the following precautions when placing a document on the original glass.

- Do not place objects weighing more than 3 kg on the original glass; otherwise the glass may be damaged.
- Do not press down extremely hard on a book spread on the original glass; otherwise the original glass may be damaged.

Documents that can be loaded into the ADF

The following types of documents can be loaded into the ADF.

Document media type / Weight	Plain paper / 50 to 110 g/m²
Document size	Maximum size: Legal Width: 140 to 216 mm, Length: 90 to 356 mm
Media capacity	35 sheets (media weight: 80 g/m²)

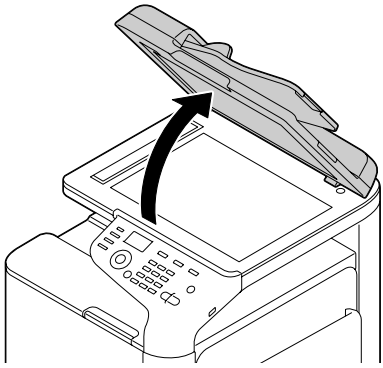
Do not load the following types of documents into the ADF.

- Documents containing pages of different sizes
- Wrinkled, folded, curled, or torn documents
- Highly translucent or transparent documents, such as overhead transparencies or diazo photosensitive paper
- Coated documents such as carbon-backed paper
- Documents printed on paper thicker than 110 g/m²
- Documents with pages bound together with paper clips or staples
- Documents that are bound in a book or booklet
- Documents with pages bound together with glue
- Documents with pages that have had cutouts removed or are cutouts
- Label sheets
- Offset printing masters
- Documents with binder holes

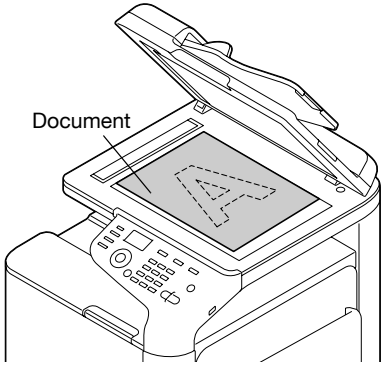
Loading a Document

Placing a document on the original glass

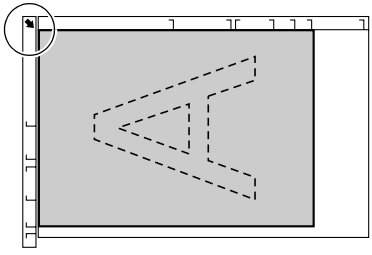
1 Lift to open the ADF cover.



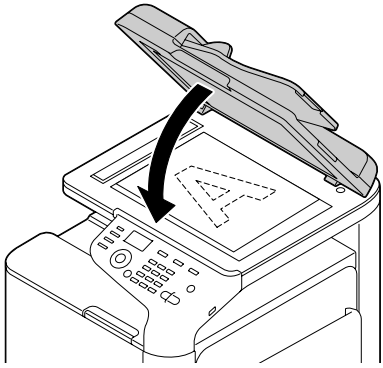
2 Position the document on the original glass.



Align the document with the arrow on the left side toward the rear of the machine.

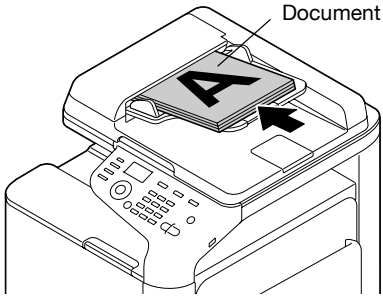


3 Gently close the ADF cover.



Loading a document into the ADF

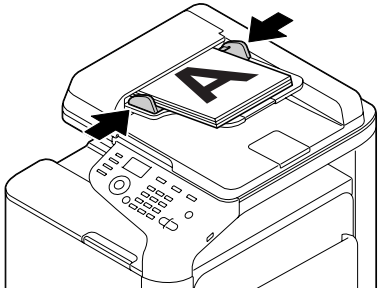
1 Put the document into the ADF document feed tray face up.



Before loading a document into the ADF, check that no document pages remain on the original glass.

Load the document pages so that the top of the document is toward the back or the right side of the machine.

2 Adjust the document guides to the document size.



For details on copying the loaded document, refer to "Using the Copier" on page 6-1. For details on scanning, refer to "Using the Scanner" on page 7-1.

4 Using the Printer Driver

Selecting Printer Options/Defaults (for Windows)

Before you start working with your machine, you are advised to verify/change the default driver settings. Also, in case you have options installed, you should “declare” the options in the driver.

Windows XP/Vista/7/Server 2003/Server 2008/Server 2008 R2 (PCL6, PS, XPS)

1 Choose the driver’s properties as follows:

- (Windows 7/Server 2008 R2)
  From the [Start] menu, click [Devices and Printers] to open the [Devices and Printers] directory. Right-click the KONICA MINOLTA bizhub C25 PCL6, KONICA MINOLTA bizhub C25 PS, or KONICA MINOLTA bizhub C25 XPS printer icon, and then click [Printer Properties].

  If the KONICA MINOLTA bizhub C25 (FAX) printer icon appears instead of the KONICA MINOLTA bizhub C25 printer icon in the [Devices and Printers] directory, right-click the KONICA MINOLTA bizhub C25 (FAX) printer icon, click [Printer Properties], and then click [KONICA MINOLTA bizhub C25].

- (Windows Vista/Server 2008)
  From the [Start] menu, click [Control Panel], then [Hardware and Sound], and then click [Printers] to open the [Printers] directory. Right-click the KONICA MINOLTA bizhub C25 PCL6, KONICA MINOLTA bizhub C25 PS, or KONICA MINOLTA bizhub C25 XPS printer icon, and then click [Properties].

- (Windows XP/Server 2003)
  From the [Start] menu, choose [Printers and Faxes] to display the [Printers and Faxes] directory. Right-click the KONICA MINOLTA bizhub C25 PCL6 or KONICA MINOLTA bizhub C25 PS printer icon and choose [Properties].

2 If you have installed options, proceed with the next step. Otherwise, skip to step 9.

3 Select the [Configure] tab.

4 Check that the installed options are correctly listed. If not, proceed with the next step. Otherwise, continue with step 8.

5 Click the [Refresh] to automatically configure installed options.

The [Refresh] is available only if bi-directional communication is available with the machine; otherwise it is grayed out.

6 From the [Device Options] list, select an option, one at a time, and then select [Enable] or [Disable] from the [Settings] menu.

*If [Printer Memory] is selected, select [256 MB] or [768 MB] according to the installed memory. The factory default setting is **[256 MB]**.*

If [Memory Card] is selected, select [Disable] or [Enable (1 GB Over)], according to the installed CompactFlash card.

7 Click [Apply].

Depending on the version of the operating system, [Apply] may not appear. If this is the case, continue with the next step.

8 Select the [General] tab.

9 Click [Preferences] or [Printing Preferences].
Printing Preferences dialog box appears.

10 Select the default settings for your machine, such as the default media format you use, in the appropriate tabs.

11 Click [Apply].

12 Click [OK] to exit from the Printing Preferences dialog box.

13 Click [OK] to exit from the Properties dialog box.

Uninstalling the Printer Driver (for Windows)

This section describes how to uninstall the printer driver if necessary.

Windows XP/Vista/7/Server 2003/Server 2008/Server 2008 R2 (PCL6, PS, XPS)

1 Close all applications.

2 Choose the Uninstall Program as follows:

- From the [Start] menu, choose [All programs], [KONICA MINOLTA], [bizhub C25], and then [Uninstall Printer Driver].

3 When the Uninstall dialog box appears, select the name of the driver to be deleted, and then click the [Uninstall] button.

4 Click [Uninstall].

5 Click [OK], and restart your computer.

6 The printer driver will be uninstalled from your computer.

Displaying Printer Driver Settings (for Windows)

Windows 7/Server 2008 R2

1 From the [Start] menu, click [Devices and Printers] to open the [Devices and Printers] directory.

2 Right-click the KONICA MINOLTA bizhub C25 PCL6, KONICA MINOLTA bizhub C25 PS, or KONICA MINOLTA bizhub C25 XPS printer icon, and then click [Printing Preferences].

If the KONICA MINOLTA bizhub C25 (FAX) printer icon appears instead of the KONICA MINOLTA bizhub C25 printer icon in the Devices and Printers directory, right-click the KONICA MINOLTA bizhub C25 (FAX) printer icon, click [Printing Preferences], and then click [KONICA MINOLTA bizhub C25].

Windows Vista/Server 2008

1 From the [Start] menu, click [Control Panel], then [Hardware and Sound], and then click [Printers] to open the Printers directory.

2 Right-click the KONICA MINOLTA bizhub C25 PCL6, KONICA MINOLTA bizhub C25 PS, or KONICA MINOLTA bizhub C25 XPS printer icon, and then click [Printing Preferences].

Windows XP/Server 2003

1 From the [Start] menu, choose [Printers and Faxes] to display the [Printers and Faxes] directory.

2 Right-click the KONICA MINOLTA bizhub C25 PCL6 or KONICA MINOLTA bizhub C25 PS printer icon and choose [Printing Preferences].

Printer Driver Settings

Common Buttons

The buttons described below appear on each tab.

- [OK]

Click to exit the Properties dialog box, saving any changes made.

- [Cancel]

Click to exit the Properties dialog box without saving any changes made.

- [Apply]

Click to save all changes without exiting the Properties dialog box.

- [Help]

Click to view the help.

- [Favorite Setting]

Click [Add] to save the current settings. Specify the following settings, and then click [OK].

[Name]: Type in the name of the settings to be saved.

[Icon]: Select an icon from the icon list to easily identify the settings. The selected icon appears in the drop-down list.

[Sharing]: Specify whether or not the settings to be saved can be used by other users logged onto the computer.

[Comment]: Add a simple comment to the settings to be saved.

Afterward, the saved settings can be selected from the drop-down list. To change the registered settings, click [Edit].

Select [Defaults] from the drop-down list to reset the functions in all tabs to their default values.

- [Paper View]

Click the button to display a sample of the page layout in the figure area.

This button does not appear on the [Quality] tab.

- [Printer View]

Click the button to display an image of this machine in the figure area.

- [Quality View]

Click the button to display a sample of the settings selected in the [Quality] tab.

This button appears only when the [Quality] tab is selected.

- [Printer Information]

Click this button to start up PageScope Web Connection.

This button is available only if a network connection has been established.

- [Default]

Click the button to reset the settings to their defaults.

When this button is clicked, the settings in the displayed dialog box are reset to their defaults. The settings on other tabs are not changed.

Advanced Tab (PostScript Printer Driver Only)

The [Advanced] tab allows you to

- Select whether to enable or disable the settings for advanced printing functions (such as booklet printing)
- Specify the PostScript output method
- Specify whether or not the error messages of a print job are printed
- Print a mirror image
- Specify whether or not the application can directly output PostScript data

My Tab

[My Tab] allows you to

- Display the most frequently used functions (from each tab) whose settings are often changed
- Add or remove displayed functions by clicking [Edit My Tab]. In addition, functions can be added to [My Tab] by right-clicking them on their original tabs.

Basic Tab

The [Basic] tab allows you to

- Specify the orientation of the media
- Specify the size of the original document
- Select the output media size
- Register/edit custom paper sizes
- Zoom (expand/reduce) documents
- Specify the paper source
- Specify the type of media
- Specify the number of copies
- Turn on/off job collation
- Save a print job on the machine and print it later (Job Retention)
- Save a confidential job on the machine and protect it with a password
- Print a single copy for proofing
- Specify user authentication settings
- Print on the back side of paper that has already been printed on

Use paper that has been printed on with this machine.
In addition, the page printed with this setting is not guaranteed.

Do not use the following types of paper.

- Paper that has been printed on with an inkjet printer
- Paper that has been printed on with a monochrome/color laser printer/copier
- Paper that has been printed on with any other printer or fax machine

Layout Tab

The [Layout] tab allows you to

- Print several pages of a document on the same page (N-up printing)
- Print a single copy for enlargement and print several pages (PCL printer driver only)
- Rotate the print image 180 degrees
- Specify whether or not blank pages are printed (PCL and XPS printer driver only)
- Specify Double-Sided printing
- Specify booklet printing
- Adjust the binding margin
- Adjust the binding position
- Specify the position on the paper where the document is to be printed (PCL printer driver only)

Cover Page Tab

The [Cover Page] tab allows you to

- Print front and back cover pages and separator pages
- Specify the tray that contains the paper for the front and back cover pages and separator pages

Watermark/Overlay Tab

Be sure to use overlays with print jobs with a paper size and orientation that matches the overlay form.
In addition, if settings have been specified for [N-up] or [Booklet] in the printer driver, the overlay form cannot be adjusted to match the specified settings.

The settings in the Watermark function of the [Watermark/Overlay] tab allows you to

- Select the watermark to be used
- Create, edit or delete watermarks
- Lighten the density of the watermark
- Print a frame around watermarks
- Print transparent (shaded) watermarks
- Print the watermark on only the first page
- Print the watermark repeatedly throughout the all pages

The settings in the Overlay function of the [Watermark/Overlay] tab allows you to

- Select the form to use
- Add or delete overlay files
- Launch Download Manager to download a form (PostScript printer driver only)

Download Manager Application should be installed earlier.

- Create a form (PCL and XPS printer driver only)
- Specify that the document and form are printed overlapping (PCL and XPS printer driver only)
- Display the form information (PCL and XPS printer driver only)
- Print the form on [All Pages], [First Page], [Even Pages] and [Odd Pages]
- Place the form in back of the document or in front on the printed document (PCL and XPS printer driver only)

Quality Tab

The [Quality] tab allows you to

- Switch between color and grayscale printing
- Control the darkness of an image (Brightness)
- Control the tones of an image (Contrast) (PCL printer driver only)
- Specify the color settings (Quick Color)
- Specify the amount of details in graphic patterns (PCL and XPS printer driver only)
- Specify the image compression method (PCL printer driver only)
- Select whether or not Auto Trapping function is used (Postscript printer driver only)
- Specify the Black Over Print function (Postscript printer driver only)
- Perform color separation
- Select whether or not economy printing is used
- Set the edge strength to [Low], [Middle] or [High]
- Specify the format of fonts that are to be downloaded
- Print using the fonts
- Font substitution settings for TrueType fonts

Other Tab

The [Other] tab allows you to

- Select that Microsoft Excel sheets are not to be divided when printing (32bit printer driver only)
- Select that the white background of Microsoft PowerPoint data does not hide overlay files (32bit PCL and XPS printer driver only)
- Send a notification by e-mail when printing is finished
- Prevent loss when printing fine lines (PCL printer driver only)
- Shows the version information for the printer driver

Limitations on printer driver functions installed with Point and Print

If Point and Print is performed with the following server and client combinations, there are limitations on some printer driver functions.

- Server and client combinations
  Server: Windows Server 2003/Server 2008/Server 2008 R2
  Client: Windows XP/Vista/7
- Functions with limitations applied
  Booklet, Skip Blank Pages, Front Cover Page, Back Cover Page, Separator Page, Create Overlay, Print in Overlay, Watermark
  *JOBNAME, USERNAME, and HOSTNAME output of PJL

Memory Direct 5

Memory Direct

PDF, XPS, JPEG and TIFF files saved on USB memory devices can be printed by plugging the USB memory device into the machine.

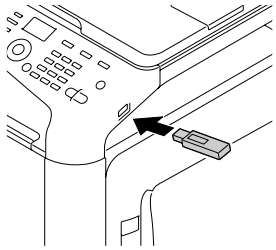
Memory direct can be used only if the optional Hard Disk Kit HD-P03 or a CompactFlash card is installed.
In order to perform collated printing with memory direct, the optional Hard Disk Kit HD-P03 or a CompactFlash card must be installed.

Encrypted USB memory devices are not supported.

For details on specifying settings with the control panel, refer to "MEMORY PRINT Menu" on page 2-85.

Printing From a Connected USB Memory Device

1 Plug the USB memory device into the USB HOST port.



2 In the main screen, press the ▲ or ▼ key to select [MEMORY PRINT], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [LIST OF FILES], and then press the **Select** key.

*When all files (PDF, XPS, JPEG and TIFF) are displayed, select [TYPE OF FILES], and then press the **Select** key.*

4 From the file list, select the file that you wish to print, and then press the **Select** key.
If the file to be printed is in a folder, select the folder, and then press the **Select** key.

A maximum of 99 folders and files can be displayed.

Up to 7 folder levels can be displayed.

5 Specify the desired print settings.

For details on memory direct, refer to "MEMORY PRINT Menu" on page 2-85.

6 Press the **Start (Color)** key or the **Start (B&W)** key to begin printing.

Do not unplug the USB memory device from the USB HOST port during memory direct printing.

Using the Copier 6

Making Basic Copies

This section contains descriptions of the basic copy operation procedure and the functions that are frequently used when making copies, such as specifying the zoom ratio and the copy density.

The default paper size setting can be changed with [PAPER SETUP] in the [UTILITY] menu. For details, refer to "PAPER SETUP Menu" on page 2-26.

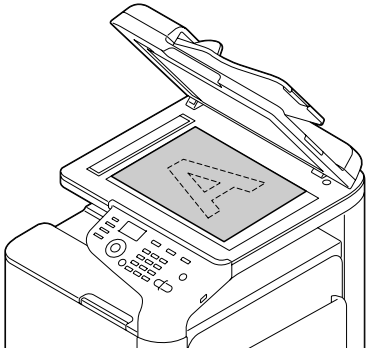
If, while specifying settings, no key is pressed for the length of time specified for [AUTO PANEL RESET], the entered settings are canceled and the main screen (Copy mode) is displayed.

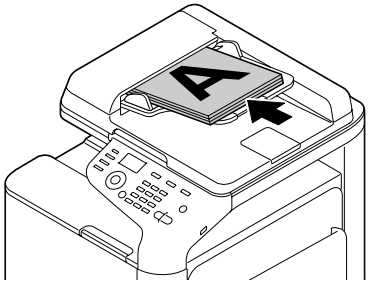
Basic Copy Operation

1 Press the **Copy** key to enter Copy mode.

2 Position the document to be copied.

For details on positioning the document, refer to "Placing a document on the original glass" on page 3-34 and "Loading a document into the ADF" on page 3-35.





3 Specify the desired copy settings.

For details on specifying the copy mode and the copy density, refer to "Specifying the Copy Quality Setting" on page 6-3.
For details on specifying the zoom ratio, refer to "Specifying the Zoom Ratio" on page 6-4.
For details on selecting the media tray, refer to "Selecting the Media Tray" on page 6-5.
For details on setting 2in1 and 4in1 copying, refer to "Setting 2in1/4in1 Copying" on page 6-6.
For details on ID card copying, repeat copying or poster copying, refer to "Setting a Copy Function" on page 6-7.
For details on duplex (double-sided) copying, refer to "Setting Duplex (Double-Sided) Copying" on page 6-11.
For details on setting collated copying, refer to "Setting Collated (Sort) Copying" on page 6-14.

4 Using the keypad, specify the desired number of copies.

*If the number of copies was incorrectly entered, press the **Back** key, and then specify the correct number of copies.*

5 To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.
Copying begins.

*If the **Stop/Reset** key is pressed while copying, [JOB CANCEL] appears. To stop copying, select [YES]. To continue copying, select [NO].*

*If [COLOR COPY] in [ADMIN. MANAGEMENT]/[PASSWORD SETTING]/[FULL FUNC. NO.] has been restricted, type in the number specified for [FULL FUNC. NO.] after pressing the **Start** key.*

Specifying the Copy Quality Setting

Select the document type and copy density appropriate for the contents and density of the document to be copied.

Selecting the Document Type

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [MODE], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [MIX], [TEXT], [PHOTO], [FINE/MIX], [FINE/TEXT] or [FINE/PHOTO], and then press the **Select** key.
The main screen (Copy mode) appears again.

*The default setting is **[FINE/MIX]**. However, when a document is loaded into the ADF, the setting [MIX] is automatically selected in order to give priority to the speed.*
The setting can be changed after a document is loaded into the ADF. Follow steps 1 through 3, described above, to change the setting.
After a document loaded into the ADF is finished being copied, the default setting [FINE/MIX] is automatically selected.
However, the setting that was changed before the document was loaded into the ADF is retained.

Specifying the Copy Density

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy quality setting, and then press the **Select** key.
2 Press the ▲ or ▼ key to select [DENSITY], and then press the **Select** key.
3 Press the ◀ or ▶ key to select the desired copy density, and then press the **Select** key.
As the indicator is moved to right, the density becomes darker.

If [TEXT] or [FINE/TEXT] is selected as the copy mode, select either [AUTO] or [MANUAL] in step 3. If [MANUAL] is selected, specify the copy density.

Specifying the Copy Sharpness

1 In the main screen (Copy mode), press the ▲ or ▼, key to select the current copy quality setting, and then press the **Select** key.
2 Press the ▲ or ▼, key to select [SHARPNESS], and then press the **Select** key.
3 Press the ◀ or ▶ key to select the desired copy sharpness, and then press the **Select** key.
As the indicator is moved to right, the density becomes clear.

Specifying the Zoom Ratio

The zoom ratio can be specified either by selecting a preset zoom ratio or by specifying a custom zoom ratio.

Selecting a Preset Zoom Ratio

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current zoom ratio setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [FIXED], and then press the **Select** key.

3 Press the ▲ or ▼ key to select the desired zoom ratio, and then press the **Select** key.

The following zoom ratios can be selected.
In metric dimensions:
25%, 50%, 70% (A4➔A5), 86% (A4➔B5), 100%, 115% (B5➔A4), 141% (A5➔A4), 200%, 400%
In inch dimensions:
25%, 50%, 64% (LT➔ST), 78% (LG➔LT), 100%, 129% (ST➔LT), 154% (ST➔LG), 200%, 400%
The zoom ratio cannot be changed using the keypad.

Specifying a Custom Zoom Ratio

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current zoom ratio setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [MANUAL], and then press the **Select** key.

3 Use the keypad (10 key) to type in the desired zoom ratio, or press the ▲ or ▼ key to specify the zoom ratio, and then press the **Select** key.

Each press of the ▲ or ▼ key changes the zoom ratio by 1%.
A setting between 25% and 400% can be specified.

Selecting the Media Tray

If the optional Lower Feeder Unit PF-P09 is not installed, the [TRAY3] does not appear.

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current media tray setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select the desired media tray, and then press the **Select** key.

If no paper is loaded, [EMPTY] appears to the right of the media type.

Making Advanced Copies

This section contains descriptions on setting 2in1/4in1 copying, ID card copying, repeat copying, poster copying, duplex (double-sided) copying and collated (Sort) copying.

2in1/4in1 copying, duplex (double-sided) copying or collated (Sort) copying cannot be set when ID card copying, repeat copying or poster copying is set. With two functions that cannot be used at the same time, the function set last is given priority.

Setting 2in1/4in1 Copying

If 2in1 copying is set, two document pages can be copied together onto a single page. If 4in1 copying is set, four document pages can be copied together onto a single page.

2in1/4in1 Copying From the ADF

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current page layout setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [2in1] or [4in1], and then press the **Select** key.
The zoom ratio is automatically set according to the specified media size. Change the zoom ratio if necessary.

In order to perform duplex (double-sided) copying or collated (Sort) copying with 2in1/4in1 copying, specify the necessary settings before starting the copy operation. For details, refer to "Setting Duplex (Double-Sided) Copying" on page 6-11 and "Setting Collated (Sort) Copying" on page 6-14.

2in1/4in1 copying cannot be set if the ADF is open.

2in1/4in1 Copying From the Original Glass

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current page layout setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [2in1] or [4in1], and then press the **Select** key.
The zoom ratio is automatically set according to the specified media size. Change the zoom ratio if necessary.

3 Position the first page of the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 3-34.

4 To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.
Scanning of the document begins.

In order to perform duplex (double-sided) copying or collated (Sort) copying with 2in1/4in1 copying, specify the necessary settings before performing step 4. For details, refer to "Setting Duplex (Double-Sided) Copying" on page 6-11 and "Setting Collated (Sort) Copying" on page 6-14.

5 When [NEXT PAGE?] appears in the message window, place the second document page on the original glass, and then press the **Select** key.

6 Repeat step 5 until all document pages have been scanned.
If [2in1] is set, printing automatically begins after two document pages (four document pages if duplex (double-sided) copying was set) have been scanned. If [4in1] is set, printing automatically begins after four document pages (eight document pages if duplex (double-sided) copying was set) have been scanned.

7 After all document pages have been scanned, press the **Start (Color)** key or the **Start (B&W)** key to begin printing the remaining pages.

Setting a Copy Function

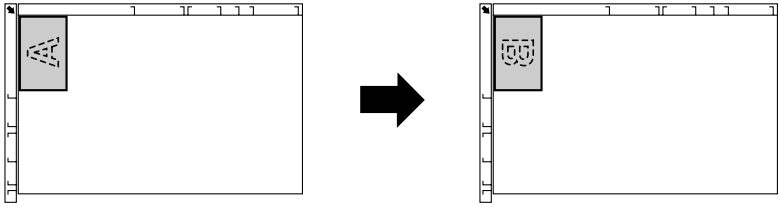
ID card copying, repeat copying and poster copying can be set.

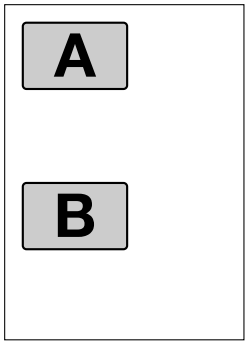
The zoom ratio is automatically set (and cannot be changed).

ID card copying, repeat copying and poster copying can only be performed with the original glass. Position the document pages to be scanned so that they are aligned in the upper-left corner of the original glass. Since the image is printed 4.2 mm from the top and left side, adjust the position of the document as necessary. For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 3-34.

ID Card Copying

With ID card copying, the back and front of a document, such as a certificate, are copied at full size on a single sheet of paper.





The paper sizes that are available for ID card copying are A4, Letter and Legal.

1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 3-34.

2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy function setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select [ID CARD COPY], and then press the **Select** key.

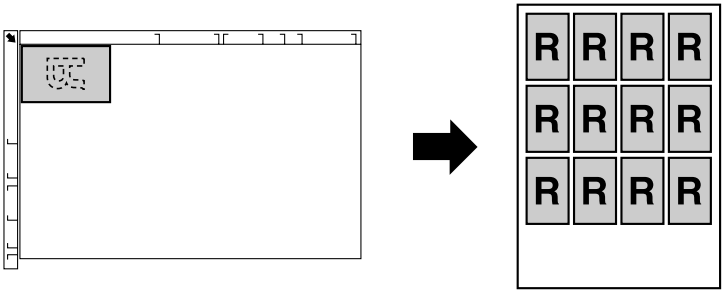
4 To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.
Scanning of the document begins.

5 When [NEXT PAGE?] appears, position the back side of the document at the same location as the front side, and then press the **Select** key.
After the back side has been scanned, printing automatically begins.

*To print only the front sides that were scanned first, press the **Start (Color)** key or the **Start (B&W)** key in step 5.*

Repeat Copying

With repeat copying, small documents, such as memos, are tiled and printed on a single page.



1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 3-34.

2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy function setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select [REPEAT COPY], and then press the **Select** key.

4 When the [How to Repeat Copy] screen appears, check the settings, and then press the **Select** key.

5 To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.

6 Use the keypad to type in the document length, and then press the **Select** key.

*To change the document size, press the **Back** key to delete the current size, and then use the keypad to specify the desired size.*

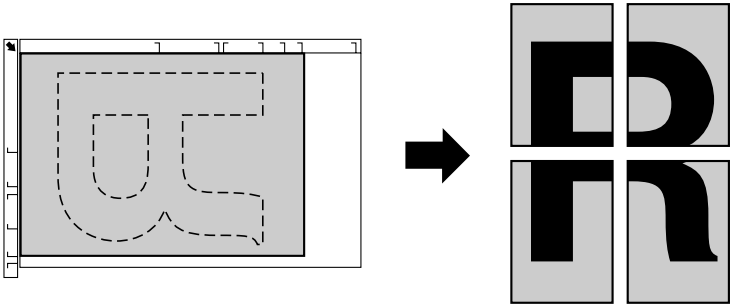
7 Use the keypad to type in the document width, and then press the **Select** key.
After the document has been scanned, printing automatically begins.

*To change the document size, press the **Back** key to delete the current size, and then use the keypad to specify the desired size.*

Poster Copying

With poster copying, the length and width of the scanned document are each enlarged 200%, and printed on four pages.

If the scanned image does not fit on the size of paper that is used, there may be margins on the sides of the image or the image may not fit in the paper.



1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 3-34.

2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy function setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select [POSTER COPY], and then press the **Select** key.

4 To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.
After the document has been scanned, printing automatically begins.

Setting Duplex (Double-Sided) Copying

Duplex (Double-Sided) Copying From the ADF

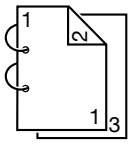
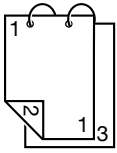
With duplex (double-sided) copying, two single-sided document pages can be scanned with the ADF and printed onto a single sheet of paper.

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current simplex/duplex (single-sided/double-sided) setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [1-SIDE➔2-SIDE], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [LONG EDGE] or [SHORT EDGE], and then press the **Select** key.
The main screen (Copy mode) appears again.

When [LONG EDGE] or [SHORT EDGE] is selected, duplex (double-sided) copying is performed as described below.

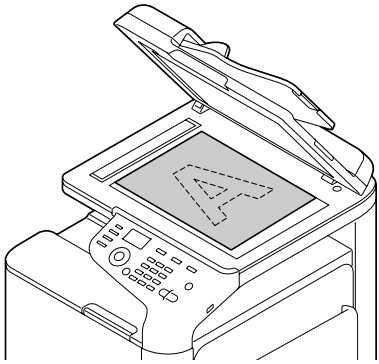
	If [LONG EDGE] is selected, the pages will be laid out to flip at the sides.
	If [SHORT EDGE] is selected, the pages will be laid out to flip at the top.

Duplex (Double-Sided) Copying From the Original Glass

Duplex (double-sided) copying can also be performed by placing the document on the original glass.

1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 3-34.



2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current simplex/duplex (single-sided/double-sided) setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select [1-SIDE➔2-SIDE], and then press the **Select** key.

4 Press the ▲ or ▼ key to select [LONG EDGE] or [SHORT EDGE], and then press the **Select** key.

For details on [LONG EDGE] and [SHORT EDGE], refer to "Duplex (Double-Sided) Copying From the ADF" on page 6-11.

5 To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.
Scanning of the document begins.

6 When [NEXT PAGE?] appears in the message window, place the second document page on the original glass, and then press the **Select** key.
After the second page (back side) is scanned, printing begins automatically.

Duplex (Double-Sided) Document Copying

A duplex (double-sided) document can be scanned and printed as either a duplex (double-sided) copy or a simplex (single-sided) copy.

Duplex (double-sided) document copying can only be performed from the ADF.

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current simplex/duplex (single-sided/double-sided) setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [2-SIDE➔2-SIDE] for a duplex (double-sided) copy or [2-SIDE➔1-SIDE] for a simplex (single-sided) copy, and then press the **Select** key.

3 Press the ▲ or ▼ key to select [LONG EDGE] or [SHORT EDGE] as the binding position in the document to be scanned, and then press the **Select** key.

4 If [2-SIDE➔2-SIDE] was selected in step 2, select [LONG EDGE] or [SHORT EDGE] as the binding position of the duplex (double-sided) copy, and then press the **Select** key.

5 Load the document into the ADF for the front side to be scanned.

6 To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.
The front side of the document is scanned.

7 Load the document into the ADF for the back side to be scanned, and then press the **Select** key.
The back side of the document is scanned, and then the copy is printed.

Setting Collated (Sort) Copying

With collated (Sort) copying, multiple copies of multi-page documents can be printed in order and sorted by copy set.

Collated (Sort) Copying From the ADF

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current Sort setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [SORT], and then press the **Select** key.

The main screen (Copy mode) appears again.

Collated (Sort) Copying From the Original Glass

1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 3-34.

2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current Sort setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select [SORT], and then press the **Select** key.

4 To print color copies, press the **Start (Color)** key. To print monochrome copies, press the **Start (B&W)** key.

5 When [NEXT PAGE?] appears in the message window, place the second document page on the original glass, and then press the **Select** key.

6 Repeat step 5 until all document pages have been scanned.

7 After all document pages have been scanned, specify the desired number of copies using the keypad, and then press the **Start (Color)** key or the **Start (B&W)** key to begin printing.

Using the Scanner 7

Scanning From a Computer Application

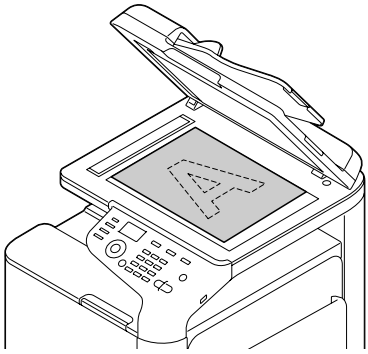
Documents can be scanned from a computer connected to this machine with a USB cable or via a network. Scanning settings can be specified and the scanning operation can be performed from TWAIN- or WIA-compatible applications. From the scanner driver, a preview can be displayed and various adjustments, such as the size of the scan area, can be specified.

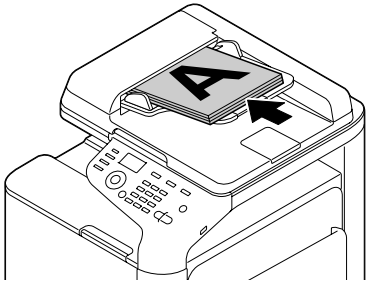
For details on the installation of the scanner driver or network TWAIN settings, refer to the [Installation Guide] on the Documentation CD/DVD.

Basic Scanning Operation

1 Position the document to be scanned.

For details on positioning the document, refer to "Placing a document on the original glass" on page 3-34 and "Loading a document into the ADF" on page 3-35.





2 Start the application to be used for scanning.

3 Start the scanner driver according to the application settings.

4 Specify the necessary scanner driver settings.

5 Click the [Scan] button in the scanner driver.

- [Load]

Specify a saved settings file (dat file) for scanning.

- [Save]

Save the current settings as a settings file (dat file).

- [Default]

Return all settings to their defaults.

- Help icon

Click to display the Help.

- About icon

Click to display the software version information.

- [Paper source]

Select the paper source.

- [Original Size]

Specify the document size.

- [Scan Type]

Specify the scan type.

- [Resolution]

Specify the resolution.

- [Scale]

Specify the enlargement or reduction ratio for the selected area.

If the resolution is set at 1200 × 1200dpi or higher, a setting larger than 100% cannot be specified.

- Scanning mode

Select [Auto] or [Manual]. When [Manual] is selected, a tab appears so that detailed settings can be specified, for example, for [Brightness/Contrast] and [Filter].

The parameters that can be set differ depending on the scanning mode that is selected.

If [Auto] is selected as the scanning mode, scanning from the original glass is performed after a prescan is performed so that a preview image can be checked.

- [Image size]

Shows the data size of the scan image.

- [Rotation]

Select the orientation of the image to be scanned.

- [Close]

Click to close the TWAIN driver window.

- [Prescan]

Click to begin scanning a preview image.

- [Scan]

Click to begin scanning.

- AutoCrop icon

Click to automatically detect the scanning position based on the preview image.

- Zoom icon

Click to rescan the area selected in the preview window and enlarge it to fit the window.

- Mirror icon

Click to display a mirror image of the preview image.

- Tone Reversal icon

Click to reverse the colors of the preview image.

- Clear icon

Click to erase the preview image.

- Preview window

Displays a preview image. Drag the rectangle over the image to select an area.

- [Before]/[After] (RGB)

Move the pointer in the preview window to display the color tones at the pointer's position before and after adjustments.

- [Width]/[Height]

Displays the width and height for the selected area in the selected measurement units.

Windows WIA Driver Settings

- [Paper source]

Select the paper source.

- [Color picture]

Select this setting when scanning in color.

- [Grayscale picture]

Select this setting when scanning in grayscale.

- [Black and white picture or text]

Select this setting when scanning in black and white.

- [Custom Settings]

Select this setting when scanning with [Adjust the quality of the scanned picture] settings applied.

If settings have been specified with [Adjust the quality of the scanned picture], [Custom Settings] is automatically selected.

- [Adjust the quality of the scanned picture]

Click this message to display the Advanced Properties dialog box. In the Advanced Properties dialog box, settings can be specified for [Brightness], [Contrast], [Resolution], and [Picture type] (select from color, grayscale or black and white).

These settings are applied when [Custom Settings] is selected.

- [Page size]

Specify the paper size when [Page source] is set to [Document Feeder].

- Preview window

Displays a preview image. Drag the rectangle over the image to select an area.

- [Preview]

Click to begin scanning a preview image.

- [Scan]

Click to begin scanning.

- [Cancel]

Click to close the WIA driver window.

- [Load]

Specify a saved settings file (dat file) for scanning.

- [Save]

Save the current settings as a settings file (dat file).

- [Default]

Return all settings to their defaults.

- Help icon

Click to display the Help.

- About icon

Click to display the software version information.

- [Paper source]

Select the paper source.

- [Original Size]

Specify the document size.

- [Scan Type]

Specify the scan type.

- [Resolution]

Specify the resolution.

- [Scale]

Specify the enlargement or reduction ratio for the selected area.

If the resolution is set at 1200 × 1200dpi or higher, a setting larger than 100% cannot be specified.

- Scanning mode

Select [Auto] or [Manual]. When [Manual] is selected, a tab appears so that detailed settings can be specified, for example, for [Brightness/Contrast] and [Filter].

The parameters that can be set differ depending on the scanning mode that is selected.

If [Auto] is selected as the scanning mode, scanning from the original glass is performed after a prescan is performed so that a preview image can be checked.

- [Image size]

Shows the data size of the scan image.

- [Rotation]

Select the orientation of the image to be scanned.

- [Close]

Click to close the TWAIN driver window.

- [Prescan]

Click to begin scanning a preview image.

- [Scan]

Click to begin scanning.

- AutoCrop icon

Click to automatically detect the scanning position based on the preview image.

- Zoom icon

Click to rescan the area selected in the preview window and enlarge it to fit the window.

- Mirror icon

Click to display a mirror image of the preview image.

- Tone Reversal icon

Click to reverse the colors of the preview image.

- Clear icon

Click to erase the preview image.

- Preview window

Displays a preview image. Drag the rectangle over the image to select an area.

- [Before]/[After] (RGB)

Move the pointer in the preview window to display the color tones at the pointer's position before and after adjustments.

- [Width]/[Height]

Displays the width and height for the selected area in the selected measurement units.

Scanning With the Machine

The machine keys can be used to make scans. This operation differs from scanning from a computer application since the destination of the scan data can also be specified.

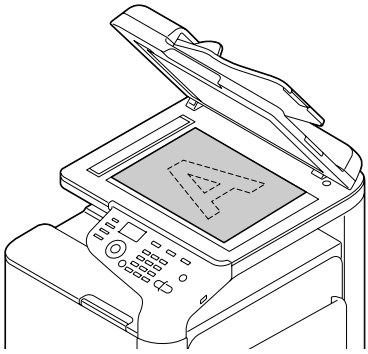
If, while specifying settings, no key is pressed for the length of time specified for [AUTO PANEL RESET], the entered settings are canceled and the main screen (Scan mode) is displayed.

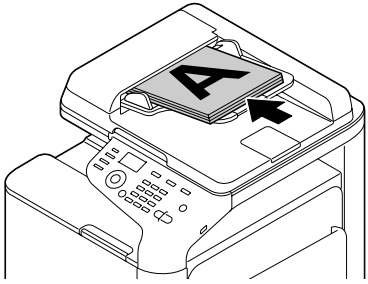
Basic Scanning Operation

1 Press the **Scan** key to enter Scan mode.

2 Position the document to be scanned.

For details on positioning the document, refer to "Placing a document on the original glass" on page 3-34 and "Loading a document into the ADF" on page 3-35.





3 Specify the desired scan settings.

For details on specifying the destination of the data, refer to "Specifying the Data Location" on page 7-10 and "Specifying the Destination Address (Scan to E-mail/FTP/SMB)" on page 7-12.
For details on selecting the data format, refer to "Selecting the Data Format" on page 7-27.
For details on selecting the scan quality setting, refer to "Selecting the Scan Quality Setting" on page 7-28.
For details on setting duplex (double-sided) scanning, refer to "Setting Duplex (Double-Sided) Scanning" on page 7-30.
For details on setting the scan size, refer to "Setting the Scan Size" on page 7-31.
For details on setting the color of the scan data, refer to "Setting the Scan Color" on page 7-31.
For details on specifying the subject when sending data, refer to "Specifying the Subject" on page 7-31.

4 To scan color scans, press the **Start (Color)** key. To scan monochrome scans, press the **Start (B&W)** key.
If the document was loaded in the ADF, scanning begins, and then the data is sent to the specified location. If the document was placed on the original glass, continue with step 5.

The Scan to PC operation can be used only if this machine is connected to a computer with a USB cable.

*If [SCAN TO E-MAIL], [SCAN TO USB] or [SCAN TO SERVER] in [ADMIN. MANAGEMENT]/[PASSWORD SETTING]/[FULL FUNC. NO.] has been restricted, type in the number specified for [FULL FUNC. NO.] after pressing the **Start** key.*

5 When [NEXT PAGE?] appears in the message window, place the second document page on the original glass, and then press the **Select** key.

When scanning with the Scan to PC operation, a multi-page document cannot be scanned with the original glass. To scan a multi-page document, load the document into the ADF.

6 Press the ▲ or ▼ key to select the size of the document positioned in step 5, and then press the **Select** key.

7 After all document pages have been scanned, press the Start key. The scanned document is sent to the specified location.

*If the **Stop/Reset** key is pressed while scanning, [JOB CANCEL] appears. To continue scanning, select [NO]. To stop scanning, select [YES].*

To cancel a job where scanning was finished and the data is queued to be sent, refer to "Deleting a Queued Transmission Job" on page 7-32.

Specifying the Data Location

Select whether the computer or USB memory device is the location where scan data is to be saved. When transmitting via a network, refer to "Specifying the Destination Address (Scan to E-mail/FTP/SMB)" on page 7-12.

If an address has been specified as the destination for the data, [SCAN TO PC] and [SCAN TO USB MEMORY] cannot be selected.

Saving Data on a Computer Connected (Scan to PC)

Follow the procedure described below to send scan data to a computer connected to this machine.

In order to perform this operation, make sure the TWAIN scanner driver, the printer driver, and LinkMagic (Windows only) have been installed on your computer.

Before performing the Scan to PC operation, be sure that either LinkMagic is activated or the LinkMagic icon appears in the notification area.

The scan settings specified with LinkMagic are given priority. Specify the various settings with LinkMagic. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

The Scan to PC operation can be used only if this machine is connected to a computer with a USB cable.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [SCAN TO], and then press the **Select** key.

2 Press the ▲ or ▼ key to select [SCAN TO PC], and then press the **Select** key.

3 Follow the instructions that appear on the computer screen.

The scan data is saved in the folder specified with LinkMagic. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

Saving Data on a USB Memory Device (Scan to USB Memory)

Follow the procedure described below to save scan data to a USB memory device plugged into the USB HOST port of this machine.

This machine is compatible with a USB memory device of 4 GB or less.

1 Plug the USB memory device into the USB HOST port of this machine.

2 In the main screen (Scan mode), press the ▲ or ▼ key to select [SCAN TO], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [SCAN TO USB MEMORY], and then press the **Select** key.

Depending on the USB memory device that is used, it may take some time for the scan data to be transferred.

Specifying the Destination Address (Scan to E-mail/FTP/SMB)

Scan data can be sent via the network to a specified address (e-mail address, FTP address or SMB address). The address can be typed in directly, or an address registered on the machine can be selected.

To send scan data via the network, settings for [NETWORK SETTING] and [E-MAIL SETTING] (when sending to an e-mail address) must be specified.

If the size of the scan data sent by e-mail exceeds the size specified with [FILE SIZE], the data is automatically divided into multiple e-mail messages. For details, refer to "SCAN SETTING Menu" on page 2-52.

To save scan data in a shared folder on a computer installed with Windows or on the FTP server, the FTP address or SMB address must be registered as a speed dial destination. These addresses can be registered only from Local Setup Utility (LSU) or PageScope Web Connection. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

Directly Entering the E-mail Address

The destination address (e-mail address) where the scan data is to be sent can be directly typed in.

A maximum of 16 addresses (total of e-mail addresses from direct input and an LDAP search) can be specified.

1 In the main screen (Scan mode), use the keypad to type in the destination address.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

2 After the text is entered, press the **Select** key.

3 If an e-mail address was selected, press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

To add an additional e-mail address, select [ADD] in step 3, and then specify the destination.
To edit the specified e-mail address, select [CHECK/EDIT] in step 3, and then continue with step 2 of "Editing a Specified Destination Address". To delete an address, select [CHECK/EDIT] in step 3, and then continue with step 2 of "Deleting a Specified Destination Address".

Selecting From the Favorite List

From the speed dial destinations and group dial destinations registered on this machine, register a maximum of 20 destinations in the favorite list for convenient access to frequently specified destinations. Follow the procedure described below to specify an address (e-mail address, FTP address or SMB address) from the favorite list as the recipient of the scan data.

For details on registering addresses in the favorite list, refer to "Registering in the Favorite List" on page 7-20.

1 With the main screen (Scan mode) or [Can Use AddressBook] displayed, press the **Addressbook** key so that [FAVORITE] appears.

2 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

3 Press the **Select** key again.
If an FTP address or an SMB address was selected, the destination address is specified.

4 If an e-mail address was selected, press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

A maximum of 236 e-mail destinations can be specified at one time. To add an additional e-mail address, select [ADD] in step 4, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified.
To check the specified e-mail address, select [CHECK/EDIT] in step 4. To delete an address, select [CHECK/EDIT] in step 4, and then continue with step 2 of "Deleting a Specified Destination Address".

Selecting a Speed Dial Destination

A maximum of 250 speed dial destinations can be registered on this machine. Follow the procedure described below to specify an address (e-mail, FTP or SMB address) from the registered speed dial destinations as the recipient of the scan data.

For details on registering addresses as speed dial destinations, refer to "Registering Speed Dial Destinations (Direct Input)" on page 7-21 or "Registering Speed Dial Destinations (LDAP Search)" on page 7-22.

1 With the main screen (Scan mode) or [Can Use AddressBook] displayed, press the **Addressbook** key twice so that [SPEED DIAL] appears.

2 Use the keypad to type in the number (between 1 and 250) for the speed dial destination, and then press the **Select** key.
The information registered for the speed dial destination appears for two seconds.

3 Press the **Select** key again.
If an FTP address or an SMB address was selected, the destination address is specified.

4 If an e-mail address was selected, press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

A maximum of 236 e-mail destinations can be specified at one time. To add an additional e-mail address, select [ADD] in step 4, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified.
To check the specified e-mail address, select [CHECK/EDIT] in step 4. To delete an address, select [CHECK/EDIT] in step 4, and then continue with step 2 of "Deleting a Specified Destination Address".

Selecting a Group Dial Destination

A maximum of 20 group dial destinations can be registered on this machine. (A maximum of 50 e-mail addresses can be registered with one group.) Follow the procedure described below to specify e-mail addresses from the registered group dial destinations as the recipient of the scan data.

For details on registering e-mail addresses as group dial destinations, refer to “Registering Group Dial Destinations” on page 7-25.

A group dial destination containing a telephone number cannot be used in Scan mode.

1 With the main screen (Scan mode) or [Can Use AddressBook] displayed, press the **Addressbook** key three times so that [GROUP DIAL] appears.

2 Use the keypad to type in the number (between 1 and 20) for the group dial destination, and then press the **Select** key.
The information registered for the group dial destination appears for two seconds.

3 Press the **Select** key again.

4 Press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

A maximum of 236 e-mail destinations can be specified at one time. To add an additional e-mail address, select [ADD] in step 4, and then specify the destination.
To check the specified e-mail address, select [CHECK/EDIT] in step 4. To delete an address, select [CHECK/EDIT] in step 4, and then continue with step 2 of "Deleting a Specified Destination Address".

Selecting From the Address Book

The speed dial destinations and group dial destinations registered on this machine are saved in the address book. Follow the procedure described below to specify an address (e-mail address, FTP address or SMB address) from the address book as the recipient of the scan data.

This feature is available only if data has been registered in the address book.

1 With the main screen or [Can Use AddressBook] displayed, press the **Addressbook** key four times so that [ADDRESS BOOK] appears.

2 Press the ▲ or ▼ key to select [LIST], and then press the **Select** key.
A list of the address book contents appears.

3 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

4 Press the **Select** key again.
If an FTP address or an SMB address was selected, the destination address is specified.

5 If an e-mail address was selected, press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

A maximum of 236 e-mail destinations can be specified at one time. To add an additional e-mail address, select [ADD] in step 5, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified.
To check the specified e-mail address, select [CHECK/EDIT] in step 5. To delete an address, select [CHECK/EDIT] in step 5, and then continue with step 2 of "Deleting a Specified Destination Address".

Searching the Address Book

The destination address (e-mail address, FTP address or SMB address) where the scan data is to be sent can be specified by searching the address book.

This feature is available only if data has been registered in the address book.

1 With the main screen (Scan mode) or [Can Use AddressBook] displayed, press the **Addressbook** key four times so that [ADDRESS BOOK] appears.

2 Press the ▲ or ▼ key to select [SEARCH], and then press the **Select** key.

3 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the **Select** key.
The search begins, and the search results appear after a while. If no data matches the search keyword, [NOT FOUND] appears for about two seconds.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

4 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

*To narrow down the search results, press the **Back** key, and then perform step 3 again.*

5 Press the **Select** key again.
If an FTP address or an SMB address was selected, the destination address is specified.

6 If an e-mail address was selected, press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

A maximum of 236 e-mail destinations can be specified at one time. To add an additional e-mail address, select [ADD] in step 6, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified.
To check the specified e-mail address, select [CHECK/EDIT] in step 6. To delete an address, select [CHECK/EDIT] in step 6, and then continue with step 2 of "Deleting a Specified Destination Address".

Searching an LDAP Server

The destination e-mail address where the scan data is to be sent can be specified by using information on the LDAP server.

To connect to an LDAP server, settings for [LDAP SETTING] must be specified. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

A maximum of 16 addresses (total of addresses from direct input and an LDAP search) can be specified.

If anonymous access is used to search for information on an LDAP server, the correct search results may not be retrieved.

1 With the main screen (Scan mode) or [Can Use AddressBook] displayed, press the **Addressbook** key four times so that [ADDRESS BOOK] appears.

2 Press the ▲ or ▼ key to select [LDAP SEARCH], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [NAME] or [E-MAIL], and then press the **Select** key.

To search registered names, select [NAME]. To search e-mail addresses, select [E-MAIL].

4 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the **Select** key.
The search begins, and the search results appear after a while. If no data matches the search keyword, [NOT FOUND] appears for about two seconds.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

5 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

To check the found information, press the ► key.

An e-mail address exceeding 64 characters cannot be specified. If such an e-mail address is specified, [ADDRESS IS TOO LONG] appears for about two seconds, and then the screen for specifying the destination address appears.

*To narrow down the search results, press the **Back** key, and then perform step 4 again.*

6 Press the **Select** key again.

7 Press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

To add an additional e-mail address, select [ADD] in step 7, and then specify the destination. To edit the specified e-mail address, select [CHECK/EDIT] in step 7, and then continue with step 2 of "Editing a Specified Destination Address". To delete a specified e-mail address, select [CHECK/EDIT] in step 7, and then continue with step 2 of "Deleting a Specified Destination Address". The address cannot be edited.

Specifying Multiple Destination Addresses

A destination address can be added if a destination e-mail address is specified.

A maximum of 236 e-mail destinations can be specified at one time.

If an FTP address or an SMB address was selected, multiple destination addresses cannot be specified.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current data destination setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [ADD], and then press the **Select** key.

3 Specify the destination address.

For details on typing in an e-mail address, refer to "Directly Entering the E-mail Address" on page 7-12.
For details on selecting from the favorite list, refer to "Selecting From the Favorite List" on page 7-13.
For details on selecting a speed dial destination, refer to "Selecting a Speed Dial Destination" on page 7-13.
For details on selecting a group dial destination, refer to "Selecting a Group Dial Destination" on page 7-14.
For details on selecting from the address book, refer to "Selecting From the Address Book" on page 7-15.
For details on searching the address book, refer to "Searching the Address Book" on page 7-16.
For details on searching an LDAP server, refer to "Searching an LDAP Server" on page 7-17.

Editing a Specified Destination Address

A specified destination e-mail address can be edited.

FTP addresses, SMB addresses and addresses registered as speed dial destinations or group dial destinations cannot be edited.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current data destination setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [CHECK/EDIT], and then press the **Select** key.

3 Press the ▲ or ▼ key to select the e-mail address to be edited, and then press the **Select** key.

4 Use the keypad to edit the e-mail address, and then press the **Select** key.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

5 To finish editing addresses, press the **Back** key.

6 Press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

Deleting a Specified Destination Address

A specified destination address (e-mail address, FTP address or SMB address) can be deleted.

Changes made with this procedure will not be applied to the original data (speed dial destination, group dial destination, etc.).

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current data destination setting, and then press the **Select** key.

2 To delete an e-mail address, press the ▲ or ▼ key to select [CHECK/EDIT], and then press the **Select** key. Then, press the ▲ or ▼ key to select the address to be deleted. To delete an FTP address or SMB address, continue with step 3.

3 Press the **Stop**/**Reset** key.

4 Press the ▲ or ▼ key to select [YES], and then press the **Select** key. The selected address is deleted.

If all specified addresses are deleted, the main screen is displayed.

5 To delete another address, repeat the procedure from step 2.

6 To finish deleting addresses, press the **Back** key.

7 Press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

Registering/Editing Addresses

Addresses can be registered/edited in the favorite list, as speed dial destinations or as group dial destinations.

Addresses can also be registered/edited with PageScope Web Connection or with LSU (Local Setup Utility) on the enclosed Applications CD/DVD. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

The same settings menu used to register/edit fax numbers is used to register/edit addresses. For details on registering/editing fax numbers, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.

Registering in the Favorite List

From the speed dial destinations and group dial destinations registered on this machine, register a maximum of 20 destinations in the favorite list for convenient access to frequently specified destinations. Follow the procedure described below to register an address (e-mail address, FTP address or SMB address) on the favorite list.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [UTILITY], and then press the **Select** key.

2 Press the ▲ or ▼ key to select [DIAL REGISTER], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [FAVORITE], and then press the **Select** key.

If data is already registered on the favorite list, continue with step 7 after completing step 3.

4 Press the **Addressbook** key to switch between [SPEED DIAL] and [GROUP DIAL].

5 Use the keypad to type in the number (between 1 and 250) for the speed dial destination or the number (between 1 and 20) for the group dial destination to be registered on the favorite list, and then press the **Select** key.
The information registered for the selected speed dial destination or group dial destination appears.

6 Press the **Select** key again.

7 To register another address, press the ▲ or ▼ key to select [ADD], press the **Select** key, and then repeat the procedure from step 4.

8 To finish registering addresses, press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

Deleting From the Favorite List

Registered information can be deleted from the favorite list.

Changes made with this procedure will not be applied to the original data (speed dial destination, group dial destination, etc.).

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [UTILITY], and then press the **Select** key.

2 Press the ▲ or ▼ key to select [DIAL REGISTER], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [FAVORITE], and then press the **Select** key.

4 Press the ▲ or ▼ key to select [CHECK/EDIT], and then press the **Select** key.

5 Press the ▲ or ▼ key to select the address to be deleted from the favorite list, and then press the **Stop**/**Reset** key.

6 Press the ▲ or ▼ key to select [YES], and then press the **Select** key. The selected address is deleted.

7 To delete another address, repeat the procedure from step 5.

8 To finish deleting addresses, press the **Back** key.

9 Press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

Registering Speed Dial Destinations (Direct Input)

E-mail addresses can be registered as speed dial destinations. A maximum of 250 speed dial destinations can be registered.

Machine key operations cannot be used to register an FTP address or SMB address as a speed dial destination. These addresses can be registered with Local Setup Utility (LSU) or PageScope Web Connection. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

Speed dial destination numbers 221 to 250 are reserved for registering FTP addresses and SMB address from Local Setup Utility (LSU) or PageScope Web Connection.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [UTILITY], and then press the **Select** key.

2 Press the ▲ or ▼ key to select [DIAL REGISTER], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [SPEED DIAL], and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination, and then press the **Select** key.

5 Press the ▲ or ▼ key to select [MANUAL SETTING], and then press the **Select** key.

If an LDAP server is not specified, step 5 is skipped.

6 Use the keypad to type in the registration name, and then press the **Select** key.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

A maximum of 20 characters can be entered.

7 Use the keypad to type in the e-mail address, and then press the **Select** key.
The settings are registered, and the [DIAL REGISTER] menu appears again.

A maximum of 64 characters can be entered.

Registering Speed Dial Destinations (LDAP Search)

E-mail addresses can be registered as speed dial destinations by using information on the LDAP server. A maximum of 250 speed dial destinations can be registered.

To connect to an LDAP server, settings for [LDAP SETTING] must be specified. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

Machine key operations cannot be used to register an FTP address or SMB address as a speed dial destination. These addresses can be registered with Local Setup Utility (LSU) or PageScope Web Connection. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

Speed dial destination numbers 221 to 250 are reserved for registering FTP addresses and SMB address from Local Setup Utility (LSU) or PageScope Web Connection.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [UTILITY], and then press the **Select** key.

2 Press the ▲ or ▼ key to select [DIAL REGISTER], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [SPEED DIAL], and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination, and then press the **Select** key.

5 Press the ▲ or ▼ key to select [LDAP SEARCH], and then press the **Select** key.

If an LDAP server is not specified, [LDAP SEARCH] does not appear.

6 Press the ▲ or ▼ key to select [NAME] or [E-MAIL], and then press the **Select** key.

To search registered names, select [NAME]. To search e-mail addresses, select [E-MAIL].

7 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the **Select** key.
The search begins, and the search results appear after a while. If no data matches the search keyword, [NOT FOUND] appears for about two seconds.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

8 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

To check the found information, press the ▶ key.

An e-mail address exceeding 64 characters cannot be specified. If such an e-mail address is specified, [ADDRESS IS TOO LONG] appears for about two seconds, and then the screen for specifying the destination address appears.

*To narrow down the search results, press the **Back** key, and then perform step 7 again.*

9 If desired, edit the registration name, and then press the **Select** key.

10 If desired, edit the e-mail address, and then press the **Select** key.
The settings are registered, and the [DIAL REGISTER] menu appears again.

Editing/Deleting Speed Dial Destinations

Information registered as a speed dial destination can be edited or deleted.

Machine key operations cannot be used to edit/delete an FTP address or SMB address registered as a speed dial destination. These addresses can be edited/deleted with Local Setup Utility (LSU) or PageScope Web Connection. For details, refer to the [Reference Guide] on the Documentation CD/DVD.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [UTILITY], and then press the **Select** key.

2 Press the ▲ or ▼ key to select [DIAL REGISTER], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [SPEED DIAL], and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination to be edited/deleted, and then press the **Select** key.
The information currently registered for the speed dial destination appears for two seconds.

5 Press the ▲ or ▼ key to select [EDIT] to edit information or [DELETE] to delete the destination, and then press the **Select** key.
If [DELETE] was selected, the settings are deleted, and the [DIAL REGISTER] menu appears again.

6 Use the keypad to edit the registration name, and then press the **Select** key.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

7 Use the keypad to edit the e-mail address, and then press the **Select** key.
The edited settings are saved, and the [DIAL REGISTER] menu appears again.

If the edited speed dial destination is registered in the favorite list or with a group dial destination, a confirmation message asking whether or not to keep the destination registered as it is appears after the operation in step 7 is performed. To keep the destination registered as it is, select [YES]. To cancel the registration, select [NO].

Registering Group Dial Destinations

An e-mail address can be registered with a group dial destination. A maximum of 20 group dial destinations can be registered. (A maximum of 50 e-mail addresses can be registered with one group.)

The addresses that can be registered as group dial destinations are limited to addresses registered as speed dial destinations or as other group dial destinations.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [UTILITY], and then press the **Select** key.

2 Press the ▲ or ▼ key to select [DIAL REGISTER], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [GROUP DIAL], and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 20) for the group dial destination, and then press the **Select** key.

5 Use the keypad to type in the group name, and then press the **Select** key.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

6 Use the keypad to type in the number (between 1 and 220) for the speed dial destination to be added to the group, and then press the **Select** key. The information registered for the selected speed dial destination appears.

7 Press the **Select** key again.

8 To register another speed dial destination, press the ▲ or ▼ key to select [ADD], press the **Select** key, and then repeat the procedure from step 6.

9 To finish registering speed dial destinations, press the ▲ or ▼ key to select [FINISH] and then press the **Select** key.

Editing/Deleting Group Dial Destinations

Information registered with a group dial destination can be edited or deleted.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [UTILITY], and then press the **Select** key.

2 Press the ▲ or ▼ key to select [DIAL REGISTER], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [GROUP DIAL], and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 20) for the group dial destination to be edited/deleted, and then press the **Select** key.
The information currently registered for the group dial destination appears for about two seconds.

5 Press the ▲ or ▼ key to select [EDIT] to edit information or [DELETE] to delete the destination, and then press the **Select** key.
If [DELETE] was selected, the settings are deleted, and the [DIAL REGISTER] menu appears again.

6 If desired, edit the group name, and then press the **Select** key.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

7 Press the ▲ or ▼ key to select [ADD] to add a speed dial destination, [CHECK/EDIT] to delete the destination or [FINISH] to finish editing, and then press the **Select** key.
If [FINISH] was selected, the edited settings are saved, and the [DIAL REGISTER] menu appears again. If [ADD] was selected, continue with step 6 of "Registering Group Dial Destinations" on page 7-25. If [CHECK/EDIT] was selected, continue with step 8.

8 Press the ▲ or ▼ key to select the speed dial destination to be deleted, and then press the **Stop**/**Reset** key.

*To check the settings for the selected speed dial destination, press the **Select** key.*

9 Press the ▲ or ▼ key to select [YES], and then press the **Select** key.

10 After the speed dial destination is deleted, press the **Back** key.

11 To delete another speed dial destination, repeat the procedure from step 8.

12 To finish deleting speed dial destinations, press the ▲ or ▼ key to select [FINISH], and then press the **Select** key.

If the edited group dial destination is registered in the favorite list, a confirmation message asking whether or not to keep the destination registered as it is appears after the operation in step 12 is performed. To keep the destination registered as it is, select [YES]. To cancel the registration, select [NO].

Selecting the Data Format

The data format for the scanned image can be selected.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current data format setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [TIFF], [PDF] or [JPEG], and then press the **Select** key.
The main screen (Scan mode) appears again.

If [SIMPLEX/DUPLEX] is set to [2-SIDE], only [PDF] appears. In addition, if [BW Only] was selected for the color setting, [JPEG] does not appear.

PDF data can be opened in Adobe Acrobat Reader.

TIFF files of images that have been scanned with the Color or Gray setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component, nor with Windows Photo Gallery, which is included with Windows Vista as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.

Selecting the Scan Quality Setting

The resolution, scan mode and density appropriate for the scanned image can be selected.

Selecting the Resolution

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [RESOLUTION], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [150x150dpi] or [300x300dpi] and then press the **Select** key.
The main screen (Scan mode) appears again.

Selecting the Scan Mode

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [MODE], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [MIX], [TEXT] or [PHOTO], and then press the **Select** key.
The main screen (Scan mode) appears again.

Selecting the Scan Density

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [DENSITY], and then press the **Select** key.

3 Press the ◀ or ▶ key to select the desired scan density, and then press the **Select** key.
As the indicator is moved to right, the density becomes darker.

Specifying the Scan Sharpness

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [SHARPNESS], and then press the **Select** key.

3 Press the ◀ or ▶ key to select the desired scan sharpness, and then press the **Select** key.
As the indicator is moved to right, the density becomes clear.

Setting Duplex (Double-Sided) Scanning

Double-sided document pages can be scanned with the ADF.

These settings are available only if the document is loaded in the ADF. If the document is scanned without being loaded in the ADF, [1-SIDE] is automatically selected, and the document is scanned from the original glass.

This setting is available only if [PDF] is selected as the data format for the scan image.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current simplex/duplex (single-sided/double-sided) setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [2-SIDE], and then press the **Select** key.

3 Press the ▲ or ▼ key to select [LONG EDGE] or [SHORT EDGE], and then press the **Select** key.
The main screen (Scan mode) appears again.

For details on [LONG EDGE] and [SHORT EDGE], refer to "Duplex (Double-Sided) Copying From the ADF" on page 6-11.

4 Specify the desired scan settings.

5 Load the document into the ADF for the front side to be scanned.

6 To scan color scans, press the **Start (Color)** key. To print monochrome scans, press the **Start (B&W)** key.
The front side of the document is scanned.

7 Load the document into the ADF for the back side to be scanned, and then press the **Select** key.
The back side of the document is scanned.

Setting the Scan Size

The size of the scan data can be specified.

*The default setting is **[A4]** for 220V models, and **[LETTER]** for other models.*

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan size setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select the desired size, and then press the **Select** key.
The main screen (Scan mode) appears again.

Setting the Scan Color

The color of the scan data can be specified.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan color setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select [BW Only] or [COLOR or GRAY], and then press the **Select** key.
The main screen (Scan mode) appears again.

If [JPEG] is selected as the data format, the scan color is set to [BW Only], and the data format is automatically set to [PDF].

Settings for [SCAN SETTING]/[CODING METHOD] in the [UTILITY] menu are available only if [BW Only] is selected.

Specifying the Subject

Specify the subject used when sending scan data as e-mail.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [SUBJECT], and then press the **Select** key.

2 Use the keypad to type in the subject name, and then press the **Select** key.
The main screen (Scan mode) appears again.

For details on entering/editing text, refer to "Entering Text" on page 12-8.

*To erase the specified subject name, press the **Back** key.*

Deleting a Queued Transmission Job

The list of jobs queued for transmission can be displayed, and a job can be deleted.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select [CANCEL RESERV.], and then press the **Select** key.

2 Press the ▲ or ▼ key to select the job to be deleted, and then press the **Select** key.

To check the information for the selected job, press the ▶ key.

If no jobs are queued for transmission, [NONE] appears.

3 Press the ▲ or ▼ key to select [YES], and then press the **Select** key. The main screen (Scan mode) appears again.

8 Replacing Consumables

Replacing Consumables

Note

Failure to follow instructions as outlined in this manual could result in voiding your warranty.

Note

If an error message ([TONER EMPTY], [Trans.Belt Life], etc.) appears, print out the configuration page, and then check the status of the other consumables. For details on the error messages, refer to "Error Messages" on page 10-40. For details on printing the configuration page, refer to "Printing a Configuration Page" on page 10-3.

About Toner Cartridges

Your machine uses four toner cartridges: black, yellow, magenta, and cyan. Handle the toner cartridges carefully to avoid spilling toner inside the machine or on yourself.

When replacing the toner cartridges, install only new cartridges. If a used toner cartridge is installed, the amount of remaining toner may not appear correctly.

Do not open the toner cartridge unnecessarily. If toner is spilled, avoid inhaling it or allowing it to come in contact with your skin.

If toner gets on your hands or clothes, immediately wash them with soap and water.

If toner was inhaled, move to an area with fresh air, and gargle thoroughly with a large quantity of water. If conditions such as coughing appear, seek professional medical attention.

If toner gets in your eyes, immediately flush them with water for at least 15 minutes. If any irritation persists, seek professional medical attention.

If toner gets in your mouth, thoroughly rinse it, and then drink 1 to 2 cups of water. If necessary, seek professional medical attention.

Store toner cartridges out of the reach of children.

Refer to the following URL for recycling information.
US: http://kmbs.konicaminolta.us/content/environment/cleanplanet-mcpp.html
Europe: http://cleanplanet.konicaminolta.eu/
Other regions: konicaminolta.com

CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Note

Do not use refilled toner cartridges or unapproved toner cartridges. Any damage to the machine or quality problems caused by a refilled toner cartridge or an unapproved toner cartridge will void your warranty. No technical support is provided to recover from these problems.

When replacing a toner cartridge, refer to the following table. For optimum print quality and performance, use only approved KONICA MINOLTA toner cartridges for your specific machine type, as listed in the table below. You can find your machine type and the toner cartridge part numbers on the consumables reorder label inside the front cover your machine.

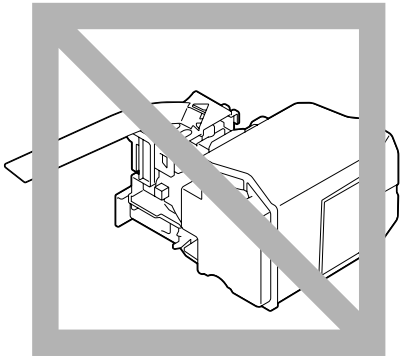
Machine Type	Machine Parts Number	Toner Cartridge Type	Toner Cartridge Parts Number
AM	A2YF 011	High-Capacity Toner Cartridge -Black (K)	A0X5 133
		High-Capacity Toner Cartridge -Yellow (Y)	A0X5 233
		High-Capacity Toner Cartridge -Magenta (M)	A0X5 333
		High-Capacity Toner Cartridge -Cyan (C)	A0X5 433
EU	A2YF 021	High-Capacity Toner Cartridge -Black (K)	A0X5 153
		High-Capacity Toner Cartridge -Yellow (Y)	A0X5 253
		High-Capacity Toner Cartridge -Magenta (M)	A0X5 353
		High-Capacity Toner Cartridge -Cyan (C)	A0X5 453
AP	A2YF 041	High-Capacity Toner Cartridge -Black (K)	A0X5 193
		High-Capacity Toner Cartridge -Yellow (Y)	A0X5 293
		High-Capacity Toner Cartridge -Magenta (M)	A0X5 393
		High-Capacity Toner Cartridge -Cyan (C)	A0X5 493
GC	A2YF 081	High-Capacity Toner Cartridge -Black (K)	A0X5 183
		High-Capacity Toner Cartridge -Yellow (Y)	A0X5 283
		High-Capacity Toner Cartridge -Magenta (M)	A0X5 383
		High-Capacity Toner Cartridge -Cyan (C)	A0X5 483

For optimum print quality and performance, use only the corresponded TYPE genuine KONICA MINOLTA toner cartridges.

Keep toner cartridges:

- In their packaging until you're ready to install them.
- In a cool, dry location away from sunlight (due to heat).
- The maximum storage temperature is 35°C (95°F) and the maximum storage humidity is 85% (noncondensing). If the toner cartridge is moved from a cold place to a warm, humid place, condensation may occur, degrading print quality. Allow the toner to adapt to the environment for about one hour before use.
- Level during handling and storage.

  Do not turn cartridges upside down; the toner inside the cartridges may become caked or unequally distributed.



- Away from salty air and corrosive gases such as aerosols.

Replacing a Toner Cartridge

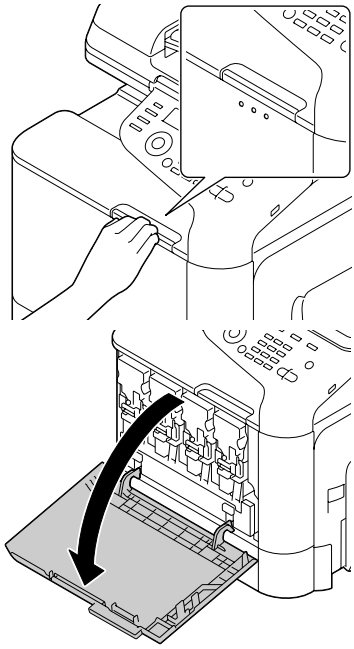
Note

Be careful not to spill toner while replacing a toner cartridge. If toner spills, immediately wipe it off with a soft, dry cloth.

If [MACHINE SETTING]/[TONER EMPTY] in the [UTILITY] menu is set to [STOP], the message [TONER EMPTY CHANGE X TONER] (where “X” indicates the color of the toner) appears when the toner cartridge is nearly empty. Follow the steps below to replace the toner cartridge.

1 Check the message window to see which color toner cartridge needs replacing.

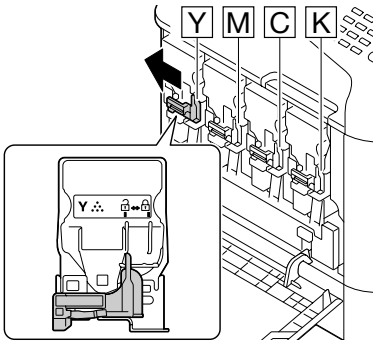
2 Open the machine’s front cover.



3 Pull the front lever of the color toner cartridge indicated to the left.

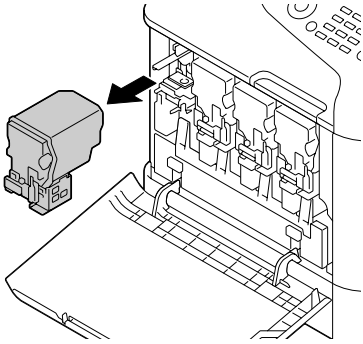
The replacement procedure for the toner cartridge is the same for all colors (yellow: Y, magenta: M, cyan: C, and black: K).

The following instructions show the procedure to replace the toner cartridge (Y).



4 Grab the handle of the toner cartridge to be replaced, and then pull out the cartridge.

The following instructions show the procedure to replace the toner cartridge(Y).

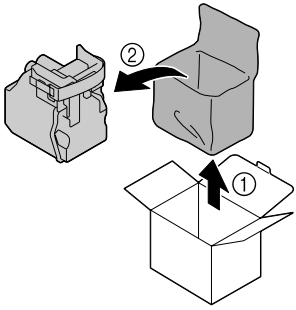


Note

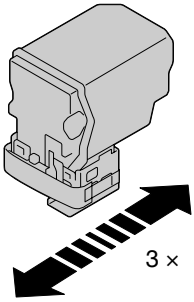
Dispose of the used toner cartridge according to your local regulations. Do not burn the toner cartridge.
For details, refer to “About Toner Cartridges” on page 8-2.

5 Check the color of the new toner cartridge to be installed.

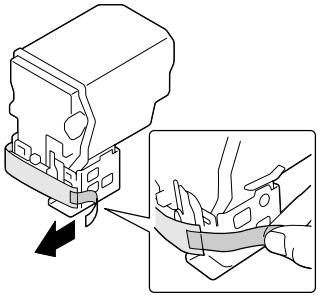
6 Remove the toner cartridge from the bag.



7 Shake the cartridge to distribute the toner.

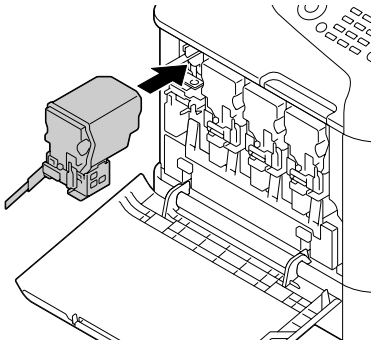


8 Peel off the protective film from the right side of the toner cartridge.



9 Make sure that the toner cartridge is the same color as the machine compartment, and then insert the toner cartridge into the machine.

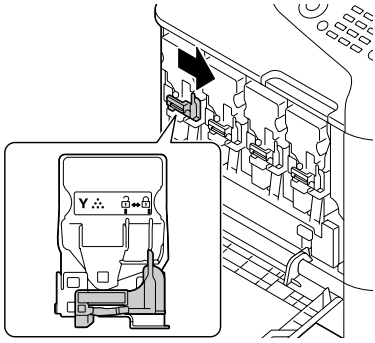
Fully insert the toner cartridge.



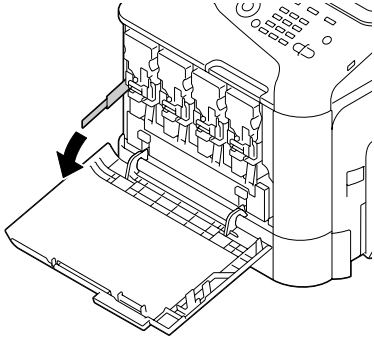
10 Pull the lever to the right to lock it in place.

The front lever should be securely returned to its original position; otherwise, the front cover of the machine cannot be closed.

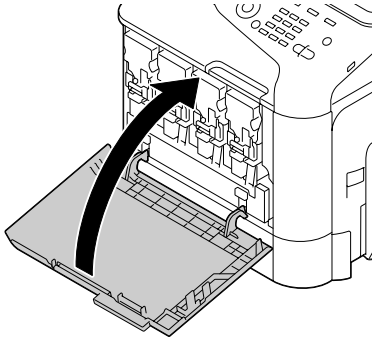
If it is difficult to operate the lever, push it in.



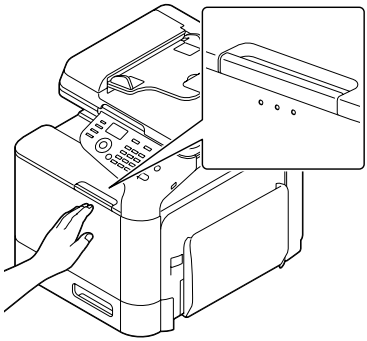
11 Make sure that the toner cartridge is securely installed, and then peel off the protective film.



12 Close the front cover.



When closing the front cover, press the area of the cover with small projections.



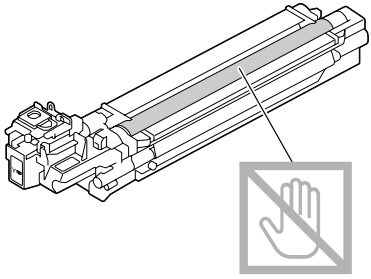
Replacing an Imaging Unit

When replacing an imaging unit, refer to the following table. For optimum print quality and performance, use only approved KONICA MINOLTA imaging units for your specific machine type, as listed in the table below. You can find your machine type and the imaging unit part numbers on the consumables reorder label inside the front cover your machine.

Machine Type	Machine Parts Number	Imaging Unit Type	Imaging Unit Parts Number
AM	A2YF 011	Imaging Unit -Black (K)	A0WG 03G
		Imaging Unit -Yellow (Y)	A0WG 08G
		Imaging Unit -Magenta (M)	A0WG 0EG
		Imaging Unit -Cyan (C)	A0WG 0KG
EU	A2YF 021	Imaging Unit -Black (K)	A0WG 03J
		Imaging Unit -Yellow (Y)	A0WG 08J
		Imaging Unit -Magenta (M)	A0WG 0EJ
		Imaging Unit -Cyan (C)	A0WG 0KJ
AP	A2YF 041	Imaging Unit -Black (K)	A0WG 03M
		Imaging Unit -Yellow (Y)	A0WG 08M
		Imaging Unit -Magenta (M)	A0WG 0EM
		Imaging Unit -Cyan (C)	A0WG 0KM
CG	A2YF 081	Imaging Unit -Black (K)	A0WG 03P
		Imaging Unit -Yellow (Y)	A0WG 08P
		Imaging Unit -Magenta (M)	A0WG 0EP
		Imaging Unit -Cyan (C)	A0WG 0KP

Note

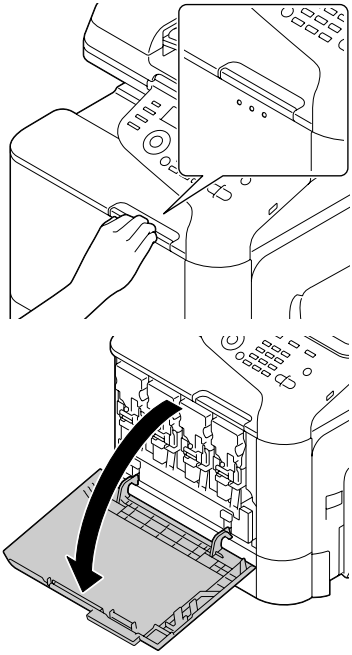
Do not touch the OPC drum surface. This could lower image quality.



You are advised to replace the indicated imaging unit when the message [I-UNIT END REPLACE X] (where “X” indicates the color of the imaging unit) appears.

1 Check the message window to see which color imaging unit needs replacing.

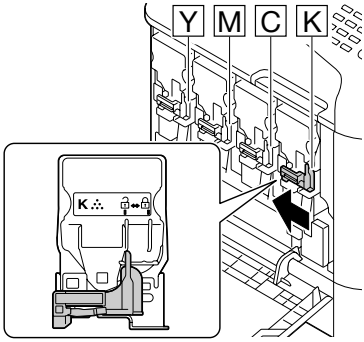
2 Open the machine's front cover.



3 Pull the front lever of the color toner cartridge indicated to the left.

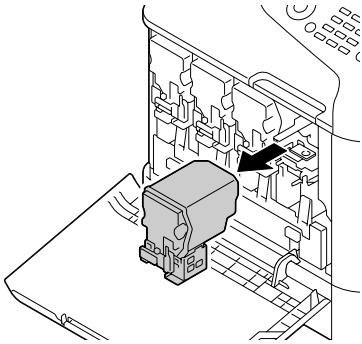
The replacement procedure for the imaging unit is the same for all colors (yellow: Y, magenta: M, cyan: C, and black: K).

The following instructions show the procedure to replace the toner cartridge (K).

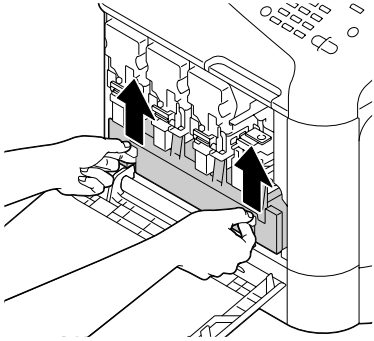


4 Grab the handle of the toner cartridge to be removed, and then pull out the cartridge.

Do not tilt removed toner cartridge, otherwise toner may spill.

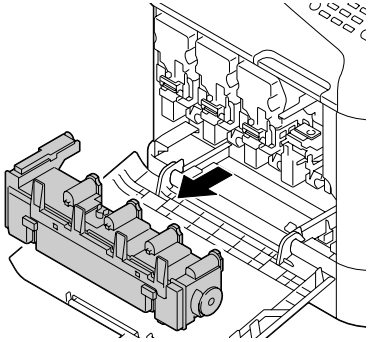


5 Pull up the waste toner bottle to unlock it.



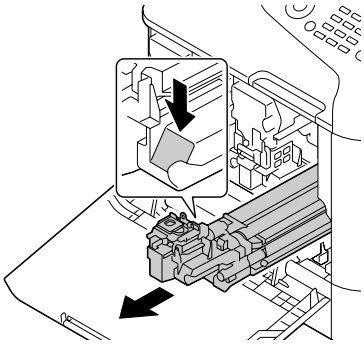
6 Grab the left and right handles of the waste toner bottle, and then slowly pull out the bottle.

Do not tilt removed waste toner box, otherwise waste toner may spill.



7 While pressing down the area marked “Push” on the imaging unit to be replaced, slide the unit completely out of the machine.

The following instructions show the procedure to replace the imaging unit (K).



Note

Dispose of the used imaging unit according to your local regulations. Do not burn the imaging unit.

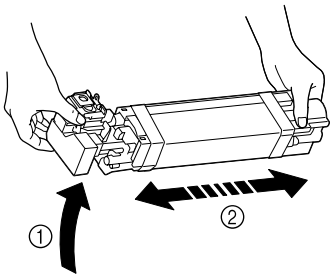
8 Check the color of the new imaging unit to be installed.

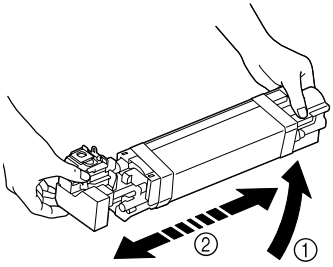
In order to prevent toner from spilling, leave the imaging unit in the bag until step 7 is being performed.

9 Remove the imaging unit from the bag.

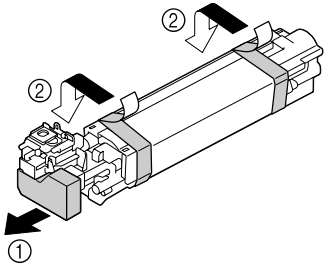
10 Hold the imaging unit with both hands, and then shake it twice as shown in the illustration.

Do not grab the bottom of the bag; otherwise, the imaging unit may be damaged, resulting in decreased print quality.

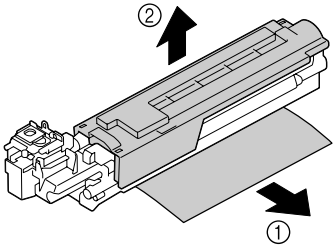




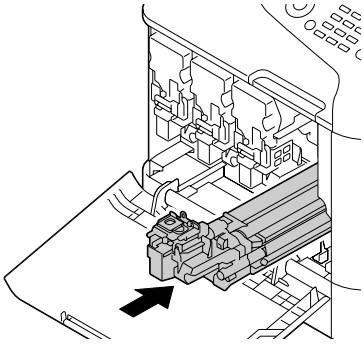
11 Remove the protective cover from the imaging unit. Remove all packing tape from the imaging unit



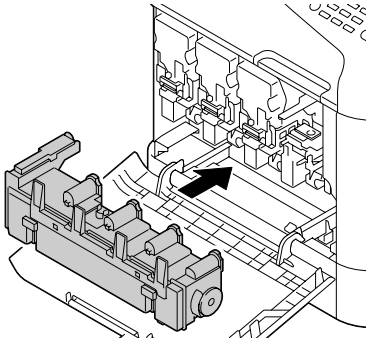
12 Remove the paper from the imaging unit.
Remove the protective cover from the imaging unit.



13 Make sure that the new imaging unit to be installed is the same color as the machine compartment, and then install the imaging unit in the machine.

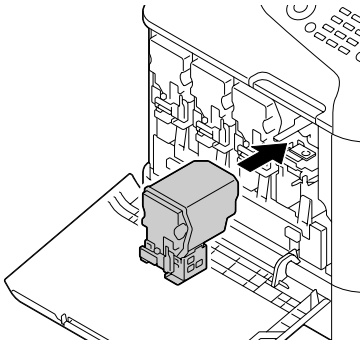


14 Press in on the waste toner bottle until it locks into place.



15 Make sure that the toner cartridge is the same color as the machine compartment, and then insert the toner cartridge into the machine.

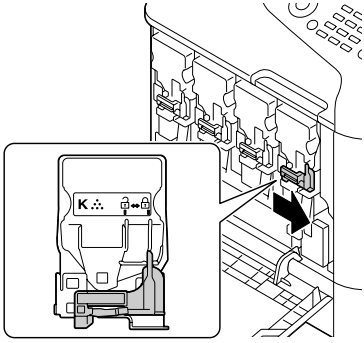
Fully insert the toner cartridge.



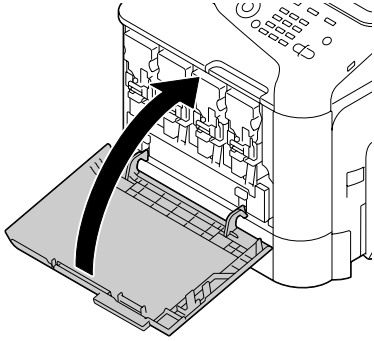
16 Pull the lever to the right to lock it in place.

The front lever should be securely returned to its original position; otherwise, the front cover of the machine cannot be closed.

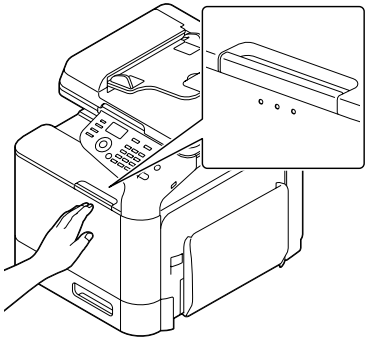
If it is difficult to operate the lever, push it in.



17 Close the front cover.



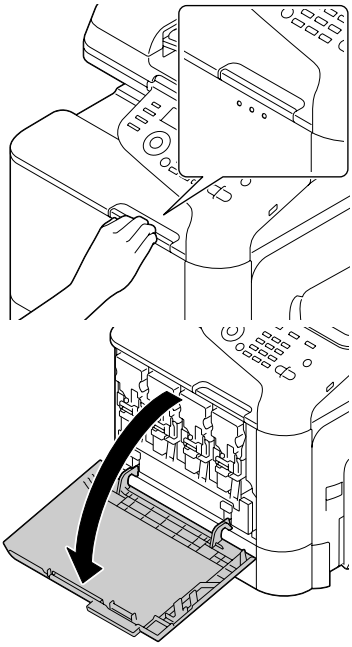
When closing the front cover, press the area of the cover with small projections.



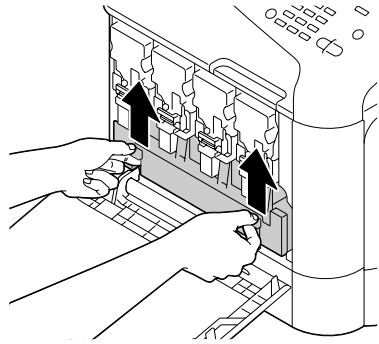
Replacing the Waste Toner Bottle

When the waste toner bottle becomes full, the message [WASTE TONER FULL REPLACE BOTTLE] appears in the message window. The machine stops and will not start again until the waste toner bottle is replaced.

1 Open the machine's front cover.

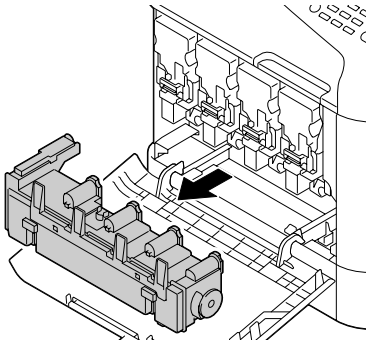


2 Pull up the waste toner bottle to unlock it.



3 Grab the left and right handles of the waste toner bottle, and then slowly pull out the bottle.

Do not tilt removed waste toner box, otherwise waste toner may spill.

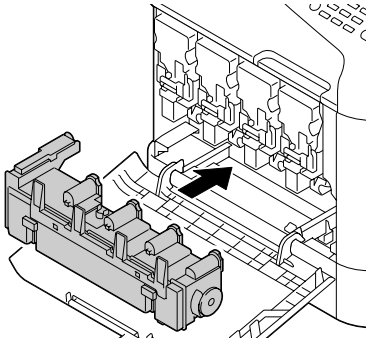


4 Remove the new waste toner bottle from its packaging. Insert the used waste toner bottle into the plastic bag included in the box, and then box it up.

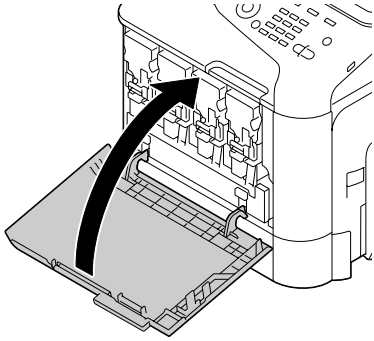
Note

Dispose of the used waste toner bottle according to your local regulations. Do not burn the waste toner bottle.

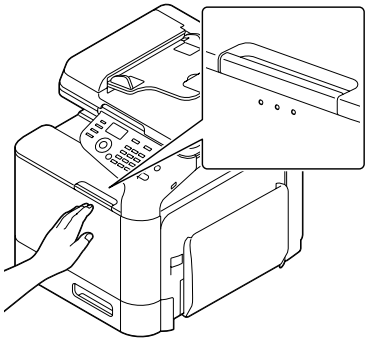
5 Press in on the waste toner bottle until it locks into place.



6 Close the front cover.



When closing the front cover, press the area of the cover with small projections.



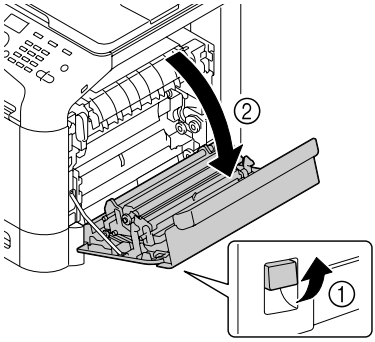
If the waste toner bottle is not fully inserted, the front cover cannot be closed.

Replacing the Transfer Roller

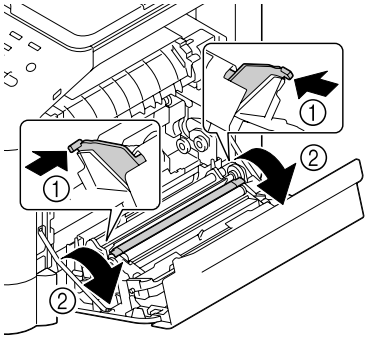
When the time to replace the transfer roller is reached, the message [Trans. Roll. Life] appears. Printing can continue even after this message appears; however, since the print quality is reduced, the transfer roller should be replaced immediately.

1 Pull the lever, and then open the right door.

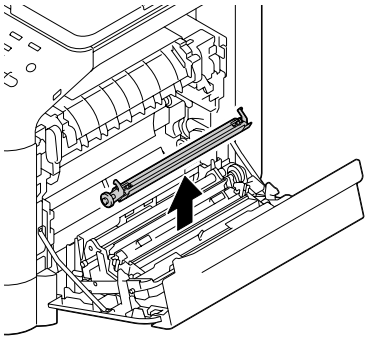
Before opening the right door, fold up Tray 1.



2 While pushing the levers to the inside, move the roller presser toward you.

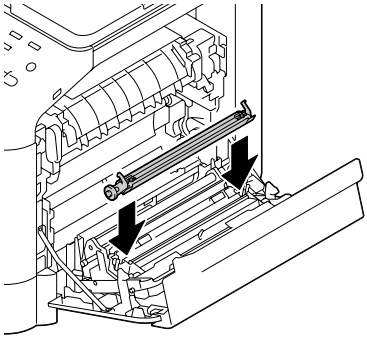


3 While continuing to press the levers, remove the transfer roller.

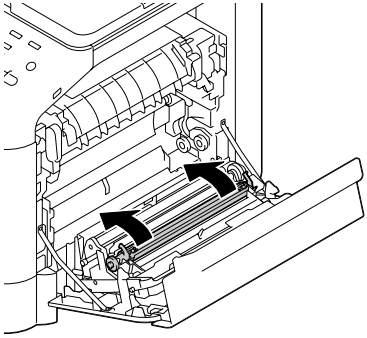


4 Prepare a new transfer roller.

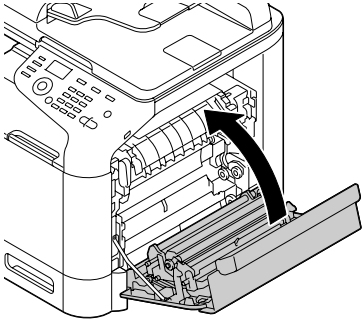
5 While pressing the levers, insert the shaft of the transfer roller into the bearings.



6 Move the levers away from you until it snaps into place.



7 Close the right door.

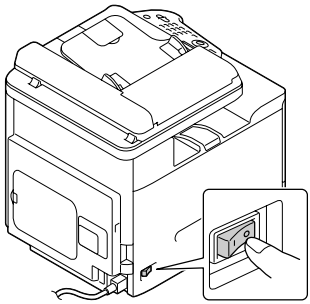


8 Reset the counter with [ADMIN. MANAGEMENT]/[SUPPLIES REPLACE]/[TRANSFER ROLLER] in the [UTILITY] menu.

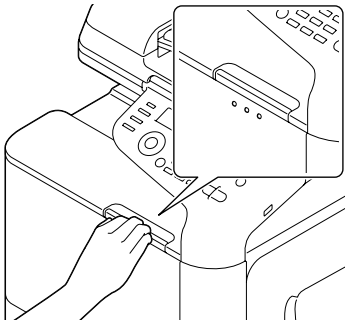
Replacing the Transfer Belt Unit

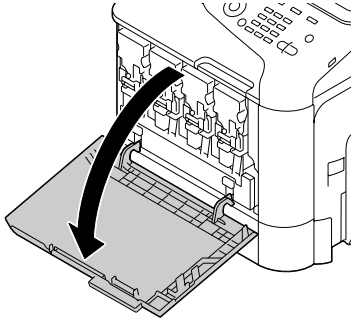
When the time to replace the transfer belt unit is reached, the message [Trans. Belt Life] appears. Printing can continue even after this message appears; however, since the print quality is reduced, the transfer belt unit should be replaced immediately.

1 Turn off the machine and disconnect the power cord and interface cover.

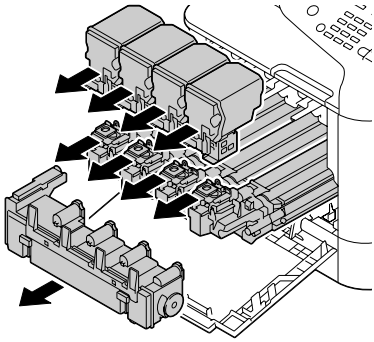


2 Open the machine's front cover.





3 Remove the all toner cartridges, all imaging units and waste toner bottle.



For details on removing the toner cartridges, imaging units or waste toner bottle, refer to "Replacing a Toner Cartridge" on page 8-5 or "Replacing an Imaging Unit" on page 8-10.

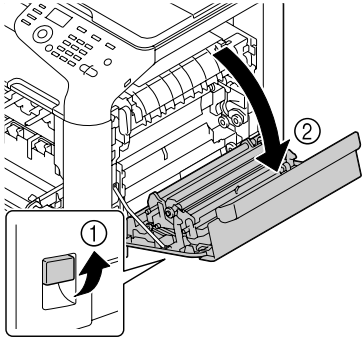
Cover the removed imaging unit to protect it from direct sunlight.

Do not tilt removed toner cartridge, otherwise toner may spill.

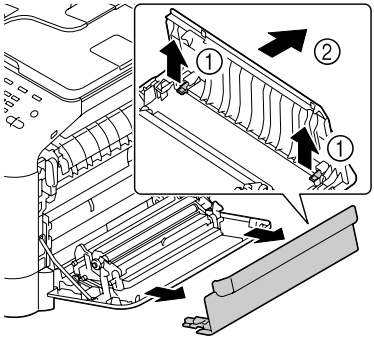
Do not tilt removed waste toner box, otherwise waste toner may spill.

4 Pull the lever, and then open the right door.

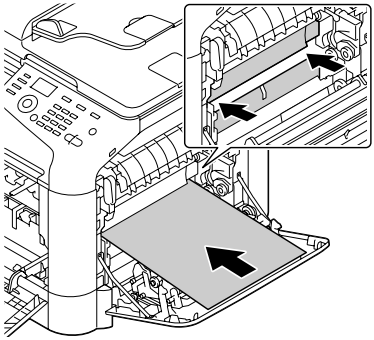
Before opening the right door, fold up Tray 1.



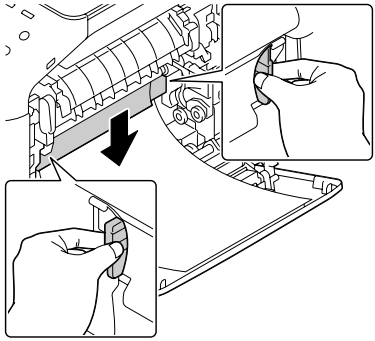
5 Remove the top part of the right door.



6 Insert the protective sheet into the unit in the direction of the arrow until it stops.

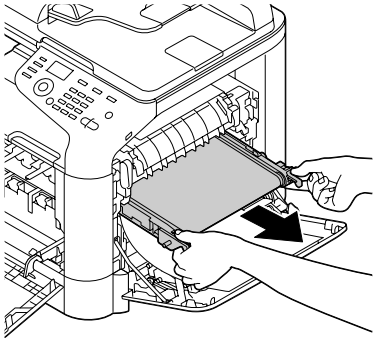


7 Push down the guides.



8 Hold the handles, and then carefully pull out the transfer belt unit.

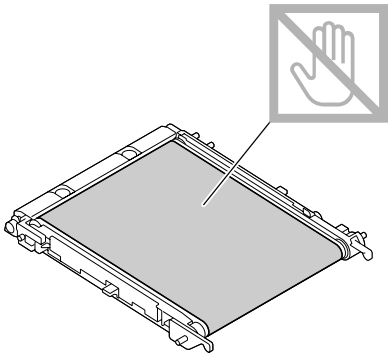
Be sure to keep the transfer belt level; otherwise, the transfer belt may be scratched.



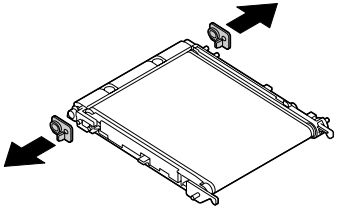
9 Prepare a new transfer belt unit.

Be careful not to touch the surface of the belt.

Do not remove the blue lever.



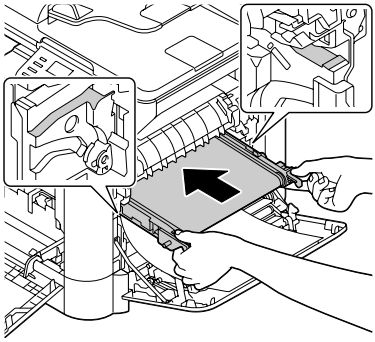
10 Remove the protective cover from the new transfer belt unit.



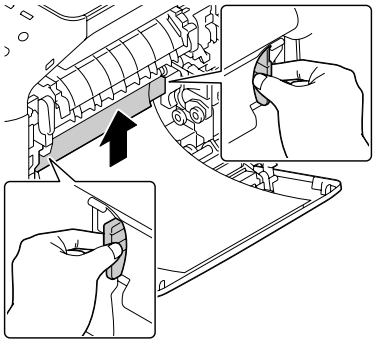
11 Insert the new transfer belt unit along the rails.

Fully insert it until it locks into place.

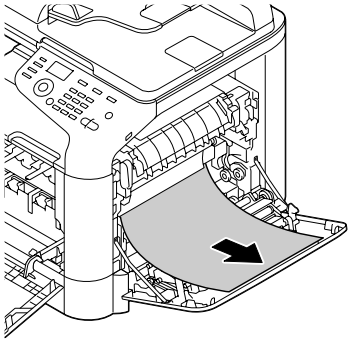
Be sure to keep the transfer belt level; otherwise, the transfer belt may be scratched.



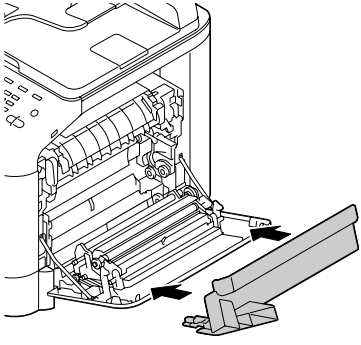
12 Push up the guides.



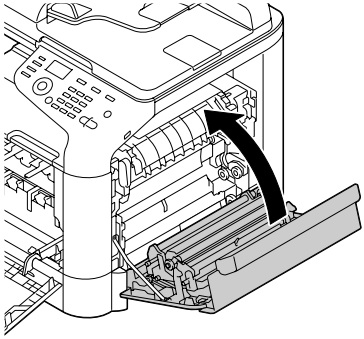
13 Pull out the protective sheet.



14 Install the top part of the right door.

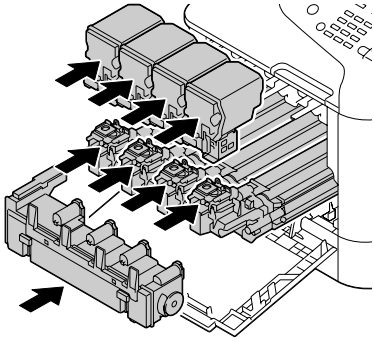


15 Close the right door.

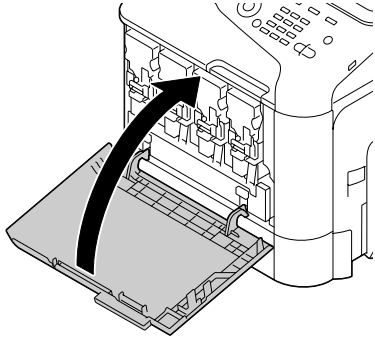


16 Install the all toner cartridges, all imaging units and waste toner bottle.

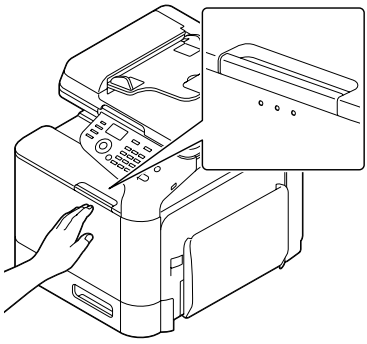
For details on installing the toner cartridges, imaging units or waste toner bottle, refer to "Replacing a Toner Cartridge" on page 8-5 or "Replacing an Imaging Unit" on page 8-10.



17 Close the front cover.



When closing the front cover, press the area of the cover with small projections.



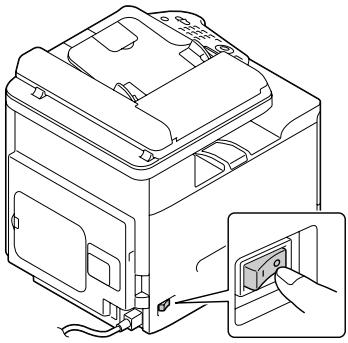
18 Reconnect the power cord, and turn on the machine.

19 Reset the counter with [ADMIN. MANAGEMENT]/[SUPPLIES REPLACE]/[TRANSFER BELT] in the [UTILITY] menu.

Replacing the Fuser Unit

When the time to replace the fuser unit is reached, the message [Fuser Unit Life] appears. Printing can continue even after this message appears; however, since the print quality is reduced, the fuser unit should be replaced immediately

1 Turn off the machine and disconnect the power cord and interface cover.

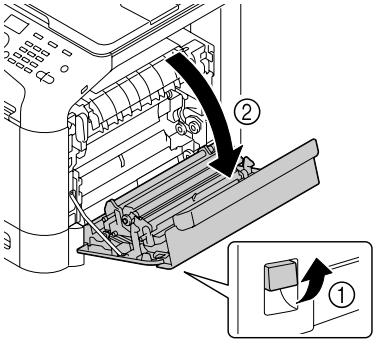


Note

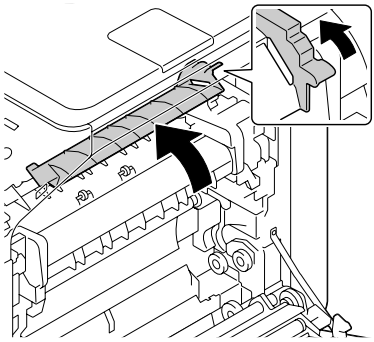
There are extremely hot parts within the machine. Before replacing the fuser unit, wait about 20 minutes after turning off the machine, and then check that the fusing section has reached room temperature, otherwise, you may get burnt.

2 Pull the lever, and then open the right door.

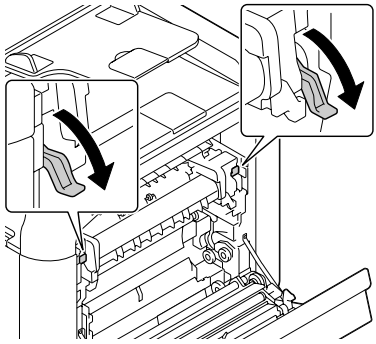
Before opening the right door, fold up Tray 1.



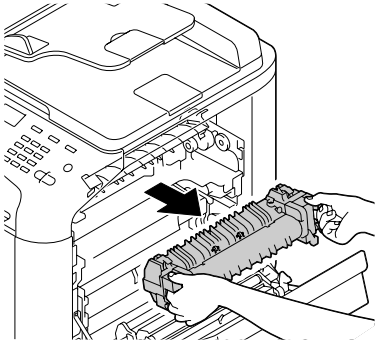
3 Open the fuser unit cover.



4 Pull down the 2 levers.

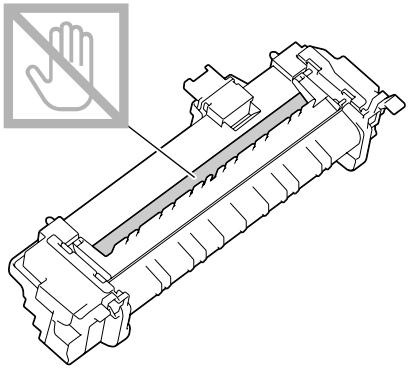


5 Remove the fuser unit.

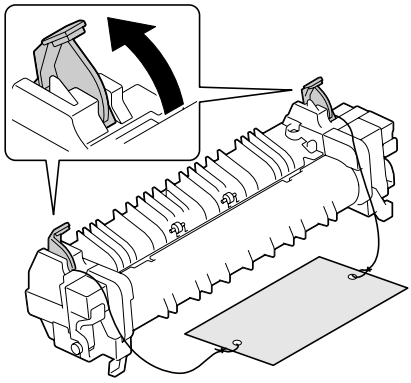


6 Prepare a new fuser unit.

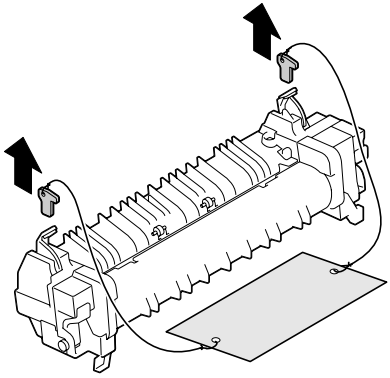
Be careful not to touch the surface of the fuser roller.



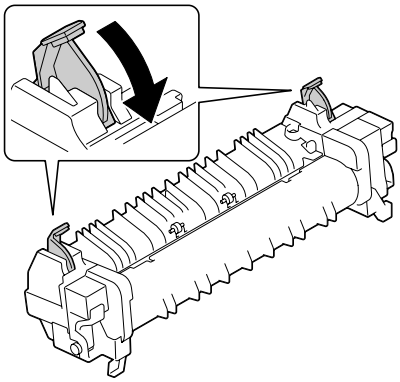
7 Lift up the 2 levers.



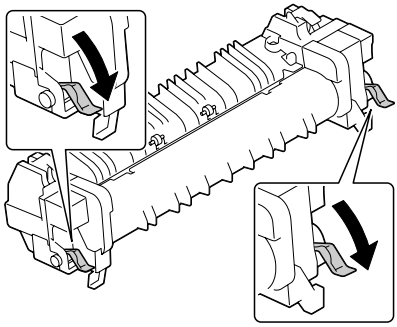
8 Remove the packing material.



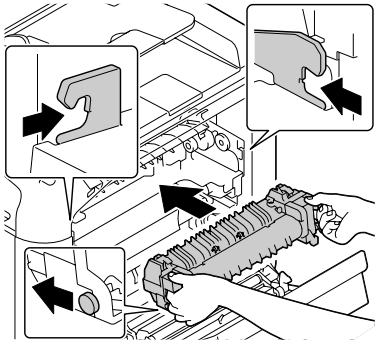
9 Push down the 2 levers.



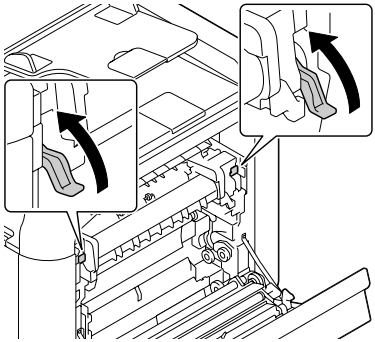
10 Pull down the 2 levers of a new fuser unit.



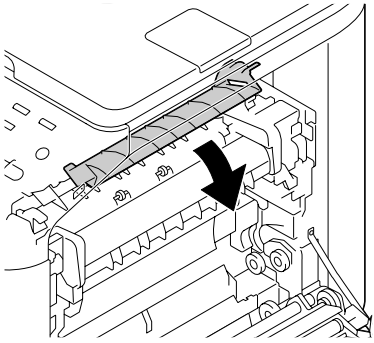
11 Insert the fuser unit until it locks into place.



12 Lift up the 2 levers.

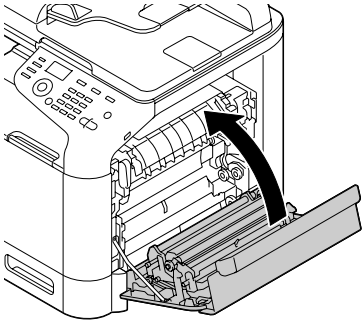


13 Close the fuser unit cover.



14 Close the right door.

If the door cannot be closed, check that the fuser unit is fully inserted.



15 Reconnect the power cord , and turn on the machine.

16 Reset the counter with [ADMIN. MANAGEMENT]/[SUPPLIES REPLACE]/[FUSER UNIT] in the [UTILITY] menu.

Maintenance 9

Maintaining the Machine

CAUTION

Read all caution and warning labels carefully, making sure to follow any instructions contained in them. These labels are located on the inside of the machine's covers and the interior of the machine body.

Handle the machine with care to preserve its life. Abuse handling may cause damage and void your warranty. If dust and paper scraps remain on the inside or outside of the machine, machine performance and print quality will suffer, so the machine should be cleaned periodically. Keep the following guidelines in mind.

WARNING!

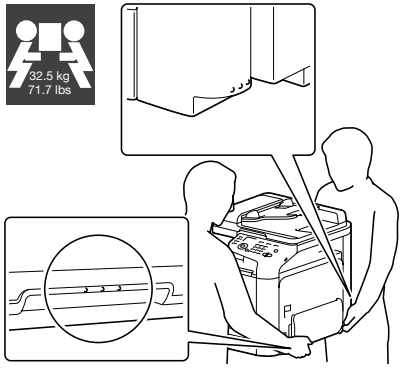
Turn off the machine, unplug the power cord, and disconnect all interface cables before cleaning. Do not spill water or detergent into the machine; otherwise the machine will be damaged and an electric shock may occur.

CAUTION

The fuser unit is hot. When the right door is opened, the fuser unit temperature drops gradually (one hour wait time).

- Be careful when cleaning the inside of the machine or removing media misfeeds, as the fuser unit and other internal parts may be very hot.
- Do not place anything on top of the machine.
- Use a soft cloth to clean the machine.
- Never spray cleaning solutions directly on the machine's surface; the spray could penetrate through the air vents of the machine and damage the internal circuits.
- Avoid using abrasive or corrosive solutions or solutions that contain solvents (such as alcohol and benzene) to clean the machine.
- Always test any cleaning solution (such as mild detergent) on a small inconspicuous area of your machine to check the solution's performance.
- Never use sharp or rough implements, such as wire or plastic cleaning pads.
- Always close the machine's covers gently. Never subject the machine to vibration.

- Do not cover the machine immediately after using it. Turn it off and wait until it cools down.
- Do not leave the machine's covers open for any length of time, especially in well-lit places; light may damage the imaging units.
- Do not open the machine during printing.
- Do not tap media stacks on the machine.
- Do not lubricate or disassemble the machine.
- Do not tilt the machine.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the machine and cause the print quality to deteriorate.
- Keep media in the output tray at a minimum level. If the media is stocked too high, your machine may experience media misfeeds and excessive media curl.
- Make sure two people are available to lift the machine when moving it.
  Keep the machine level to avoid toner spillage.
- When lifting the machine, fold up Tray 1, and then lift the machine as shown in the illustration at the right.
- If the optional Lower Feeder Unit PF-P09 is installed, move it and the machine separately. Do not grasp the grip of Tray 3, or the right side cover; otherwise, the Lower Feeder Unit PF-P09 may be damaged.



- If you get toner on your skin, wash it off with cool water and a mild soap.

CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

- Make sure any parts removed during cleaning are replaced before you plug in the machine.

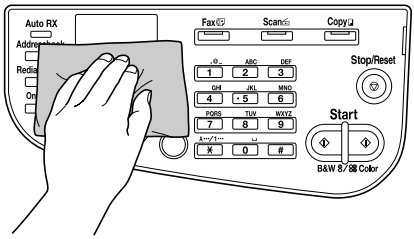
Cleaning the Machine

CAUTION

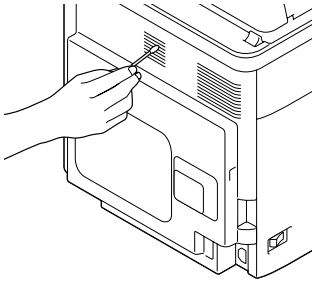
Be sure to turn off the machine and unplug the power cord before cleaning.

Exterior

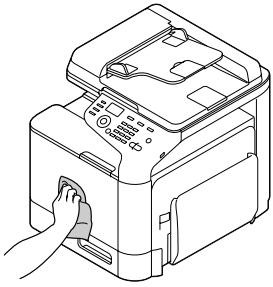
- Control Panel



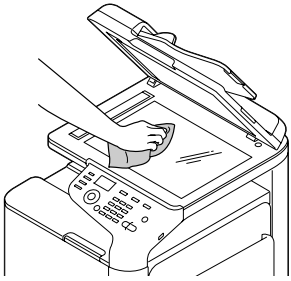
- Ventilation Grill



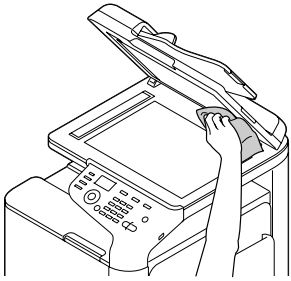
- Machine Exterior



- Original Glass



- Original Cover Pad

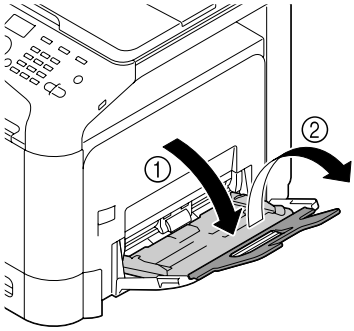


Media Rollers

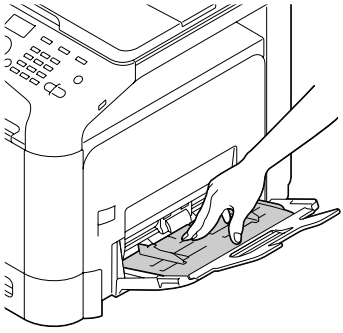
The accumulation of paper dust and other debris on the media rollers can cause media-feeding problems.

Cleaning the Media Feed Rollers (Manual Feed Tray)

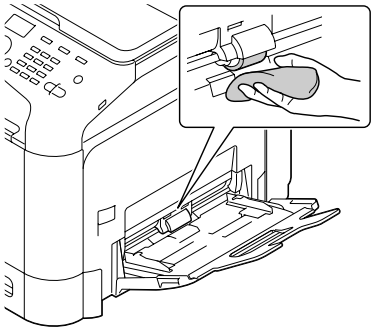
1 Open Tray 1.



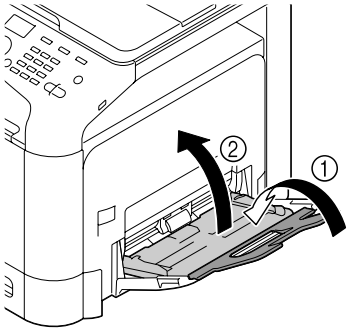
2 Press down on the center of the paper-lifting plate until the left and right locking tabs (white) lock into place.



3 Clean the media feed rollers by wiping them with a soft, dry cloth.

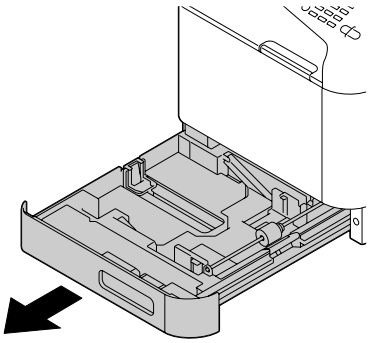


4 Close the tray.

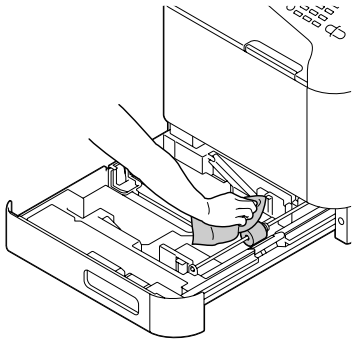


Cleaning the Media Feed Rollers (Tray 2/3)

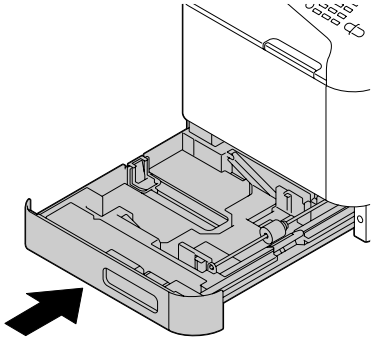
1 Pull out the tray.



2 Clean the media feed rollers by wiping them with a soft, dry cloth.



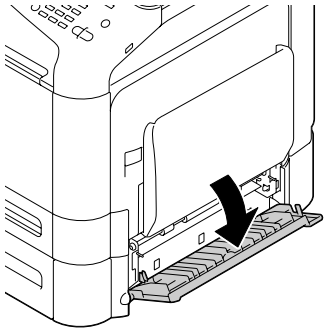
3 Close the tray.



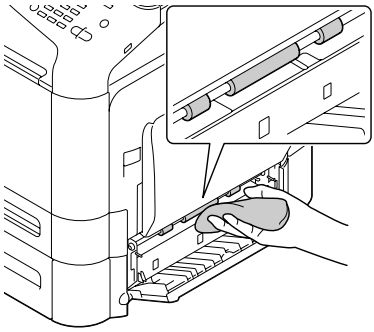
Cleaning the Media Transfer Rollers for Tray 3

1 Open the right side cover of Tray 3.

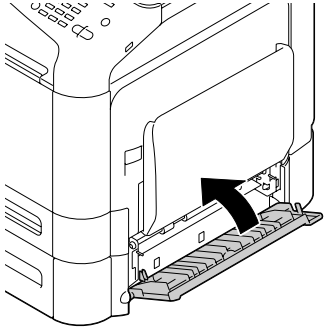
Before opening the right side cover of Tray 3 , fold up Tray 1.



2 Clean the media transfer rollers by wiping them with a soft, dry cloth.

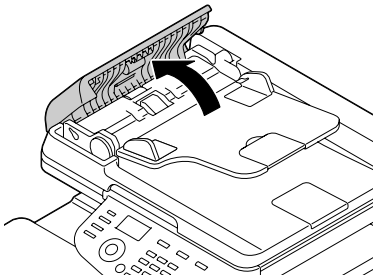


3 Close the right side cover of Tray 3.

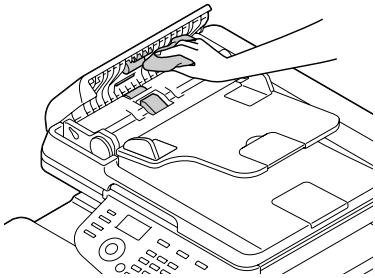


Cleaning the Media Feed Rollers for the ADF

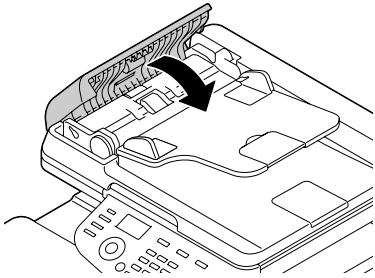
1 Open the ADF feed cover.



2 Clean the media feed rollers by wiping them with a soft, dry cloth.



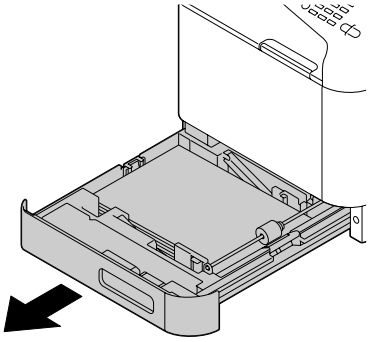
3 Close the ADF feed cover.



Laser Lens

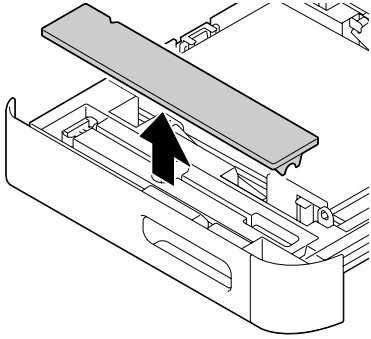
This machine is constructed with four laser lenses. Clean all lenses as described below. The laser lens cleaning tool should be attached to the inside of the tray 2.

1 Pull out the tray 2.

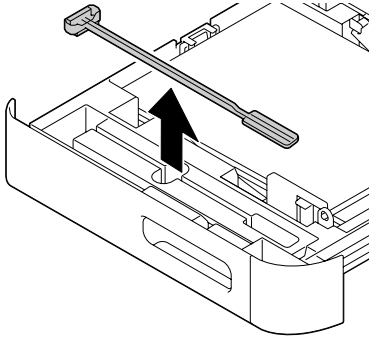


2 Remove the cover.

Since the cover will be used later, do not return it to its original position.

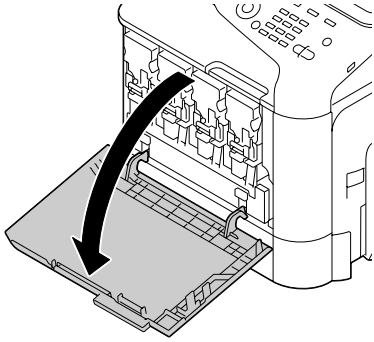


3 Remove the cleaning tool from the tray 2.

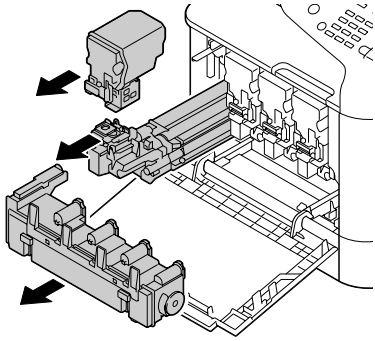


4 Close the tray 2.

5 Open the machine's front cover.



6 Remove the waste toner bottle and the toner cartridge and imaging unit for the color of laser lens to be cleaned.

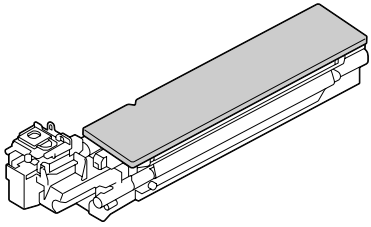


For details on removing the toner cartridge, imaging unit or waste toner bottle, refer to "Replacing a Toner Cartridge" on page 8-5 or "Replacing an Imaging Unit" on page 8-10.

Do not tilt removed toner cartridge, otherwise toner may spill.

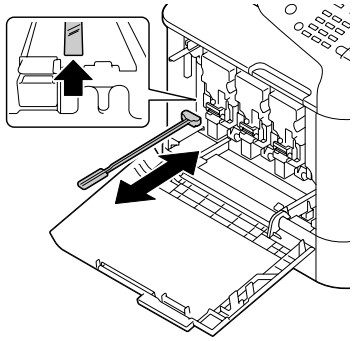
Do not tilt removed waste toner box, otherwise waste toner may spill.

7 Attach the cover to the removed imaging unit.



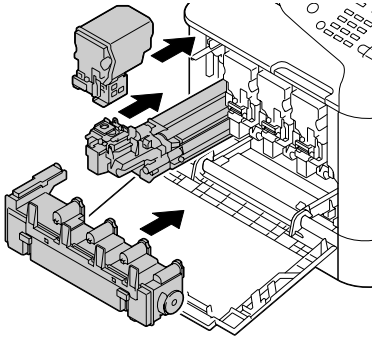
8 Insert the laser lens cleaning tool into the imaging unit opening, pull it out, and then repeat this back and forth movement 2 or 3 times.

Make sure that the sponge side faces down.

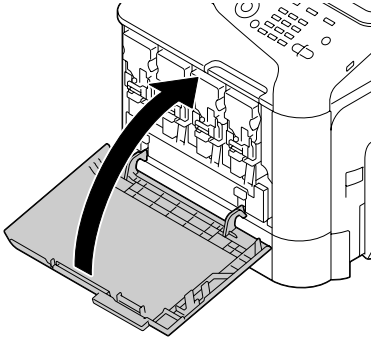


9 Install the removed toner cartridge, imaging unit and waste toner bottle.

For details on installing the toner cartridge, imaging unit or waste toner bottle, refer to "Replacing a Toner Cartridge" on page 8-5 or "Replacing an Imaging Unit" on page 8-10.

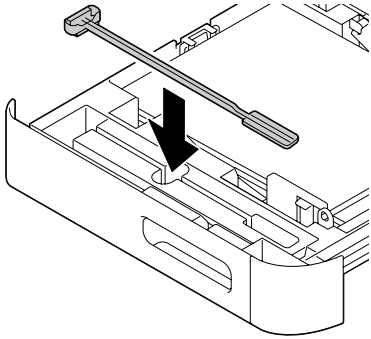


10 Close the front cover.

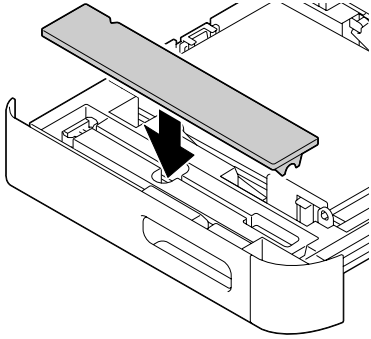


11 Pull out the tray 2.

12 Return the laser lens cleaning tool to its holder on the inside of the tray 2.



13 Close the cover.



14 Close the tray 2.

15 Clean between each of the laser lenses in the same way.

The laser lens cleaning tool is included with the machine. Safely store the laser lens cleaning tool so that it will not be lost.

Troubleshooting 10

Introduction

This chapter provides information to aid you in resolving machine problems you may encounter, or at least guide you to the proper sources for help.

Printing a Configuration Page	page 10-3
Preventing Media Misfeeds	page 10-4
Understanding the Media Path	page 10-5
Clearing Media Misfeeds	page 10-6
Solving Problems with Media Misfeeds	page 10-23
Solving Other Problems	page 10-27
Solving Problems with Printing Quality	page 10-33
Status, Error, and Service Messages	page 10-39

Printing a Configuration Page

1. In the main screen, press the ▲ or ▼ key to select [REPORT/STATUS], and then press the **Select** key.
2. Press the ▲ or ▼ key to select [REPORT], and then press the **Select** key.
3. Press the ▲ or ▼ key to select [CONFIGURATION PAGE], and then press the **Select** key.
4. Press the **Start (B&W)** key or the **Start (Color)** key.

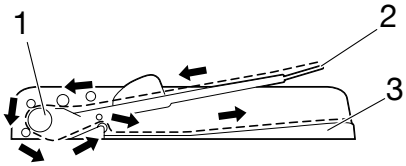
Preventing Media Misfeeds

Make sure that...
Media matches the machine specifications.
Media is flat, especially on the leading edge.
The machine is on a hard, flat, level surface.
You store media in a dry location away from moisture and humidity.
You always adjust the media guides in the tray after inserting the media *(a guide that is not properly adjusted can cause poor print quality, media misfeeds, and machine damage)*.
You load the media printing-side up in the tray *(many manufacturers place an arrow on the end of the wrapper to indicate the printing side)*.

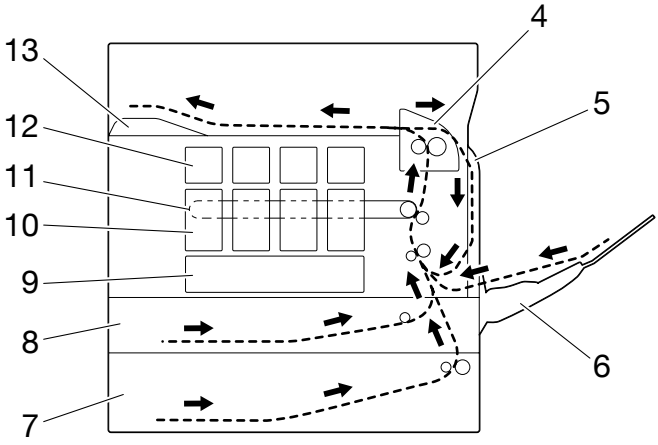
Avoid...
Media that is folded, wrinkled, or excessively curled.
Double feeding *(remove the media and fan the sheets—they may be sticking together)*.
Loading more than one type/size/weight of media in a tray at the same time.
Overfilling the trays.
Allowing the output tray to overfill *(the output tray has a 150 sheet capacity of plain paper or a 10 sheet capacity of special paper—misfeeding may occur if you allow more than 150 sheets of plain paper or 10 sheets of special paper to accumulate at one time)*.

Understanding the Media Path

Understanding the media path will help you locate media misfeeds.



Document path



Media path

1 ADF media feed rollers
2 Document feed tray
3 Document output tray
4 Fuser unit
5 Duplex
6 Tray 1 (manual feed tray)
7 Tray 3 (optional Lower Feeder Unit PF-P09)
8 Tray 2
9 Print head unit
10 Imaging unit
11 Transfer belt unit
12 Toner cartridge
13 Output tray

Clearing Media Misfeeds

To avoid damage, always remove misfed media gently, without tearing it. Any piece of media left in the machine, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Note

The image is not fixed on the media before the fusing process. If you touch the printed surface, the toner may stick to your hands, so be careful not to touch the printed face when removing the misfed media. Make sure not to spill any toner inside the machine.

CAUTION

Unfused toner can mess your hands, clothes, or anything else it gets on.
If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap.

CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

If, after clearing the media misfeed, the misfeed message in the control panel window persists, open and close the engine cover. This should clear the misfeed message.

Media Misfeed Messages and Clearing Procedures

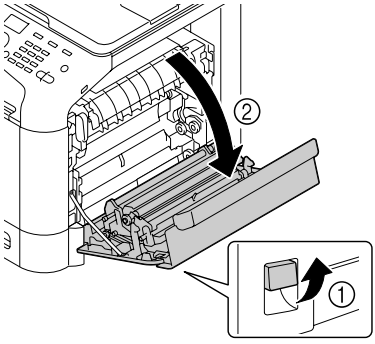
Media Misfeed Message	Page Reference
PAPER MISFEED OPEN RIGHT DOOR	page 10-10
PAPER MISFEED OPEN RIGHT DOOR	page 10-13
FUSER JAM OPEN RIGHT DOOR	page 10-19
TRANSFER ROLLER JAM OPEN RIGHT DOOR	page 10-8
VERTICAL TRANS JAM OPEN RIGHT DOOR	page 10-10
DUPLEX LOWER JAM OPEN RIGHT DOOR	page 10-18
DUPLEX UPPER JAM OPEN RIGHT DOOR	page 10-18

Media Misfeed Message	Page Reference
MP TRAY JAM OPEN RIGHT DOOR	page 10-8
OUTPUT JAM OPEN RIGHT DOOR	page 10-19
ORIGINAL DOC. JAM OPEN DOC.FEED COVER	page 10-16

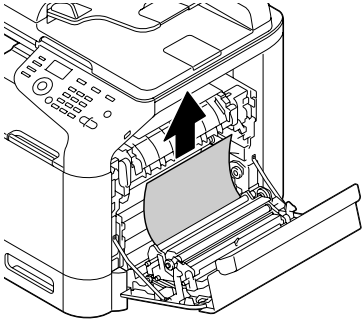
Clearing a Media Misfeed from Tray 1 (Manual Feed Tray) and Transfer Roller

1 Pull the lever, and then open the right door.

Before opening the right door, fold up Tray 1.

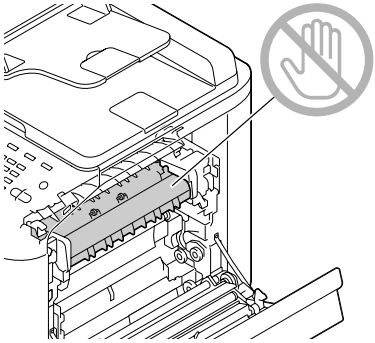


2 Carefully pull out the misfed media.



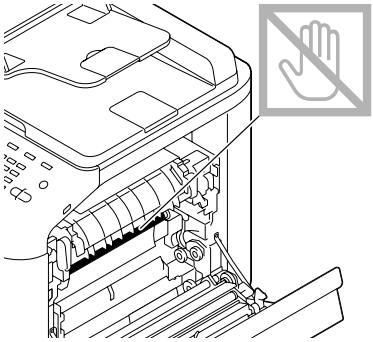
CAUTION

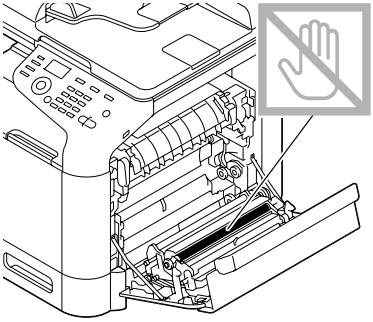
The area around the fuser unit is extremely hot.
Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.



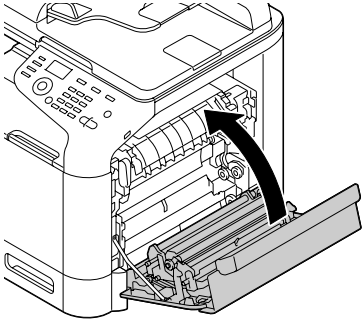
Note

Decreased print quality may result if the surface of the image transfer belt or the transfer roller is touched.
Be careful not to touch the surface of the image transfer belt or transfer roller.





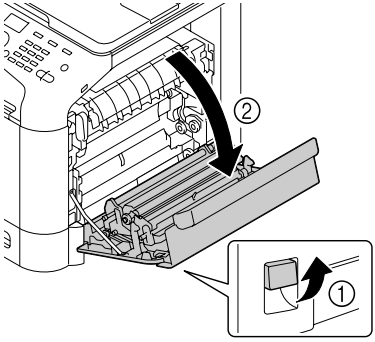
3 Close the right door.



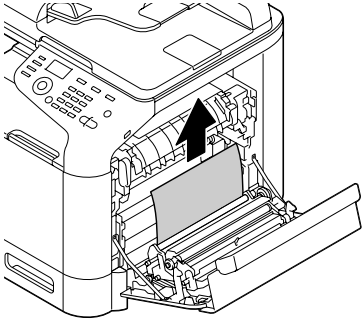
Clearing a Media Misfeed in Tray 2

1 Pull the lever, and then open the right door.

Before opening the right door, fold up Tray 1.

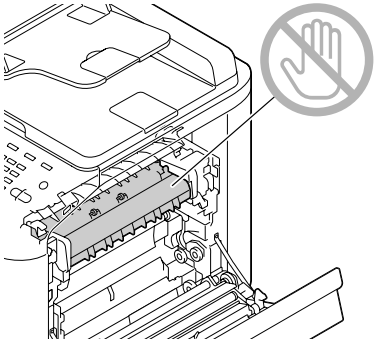


2 Carefully pull out the misfed media.



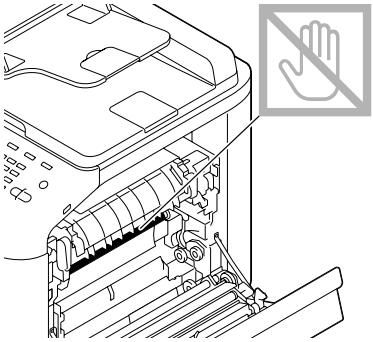
CAUTION

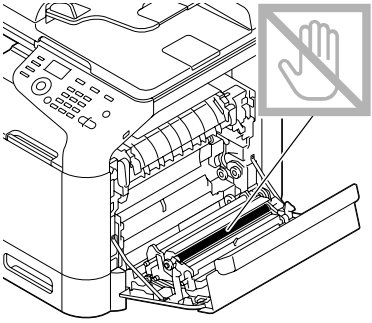
The area around the fuser unit is extremely hot.
Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.



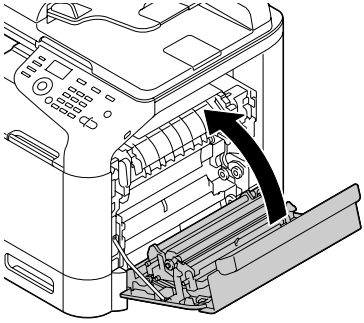
Note

Decreased print quality may result if the surface of the image transfer belt or the transfer roller is touched.
Be careful not to touch the surface of the image transfer belt or transfer roller.

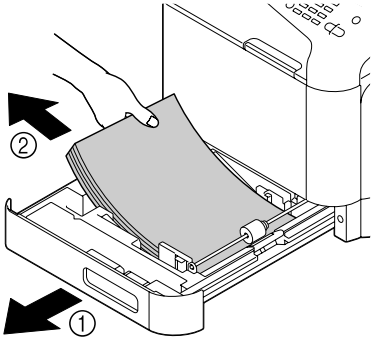




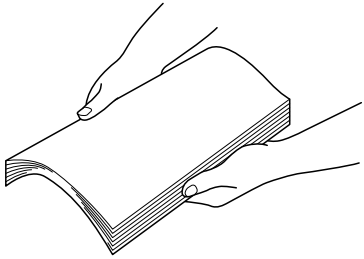
3 Close the right door.



4 Pull out Tray 2, and then remove all media from the tray.



5 Fan the media you removed and then align it well.



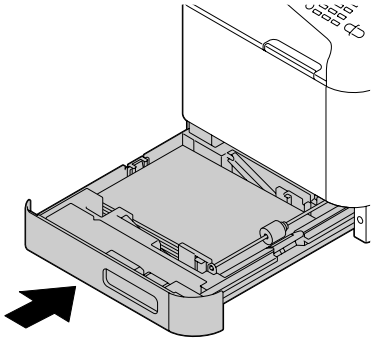
6 Load the media face up in Tray 2.

Make sure that the media is flat.

Do not load paper above the ▼ mark.

Slide the media guides against the edges of the media.

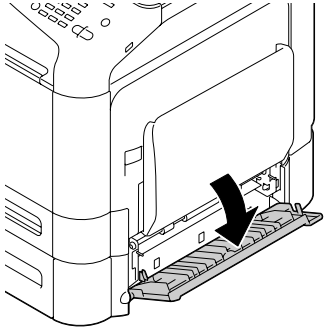
7 Close Tray 2.



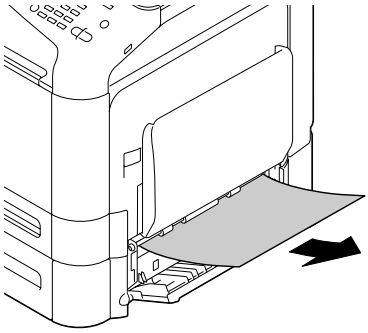
Clearing a Media Misfeed in Tray 3

1 Open the right side cover of Tray 3.

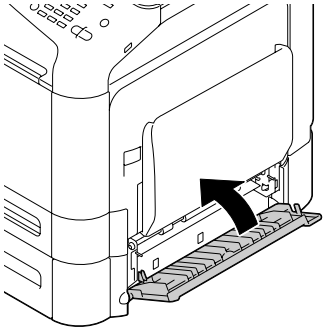
Before opening the right side cover of Tray 3, fold up Tray 1.



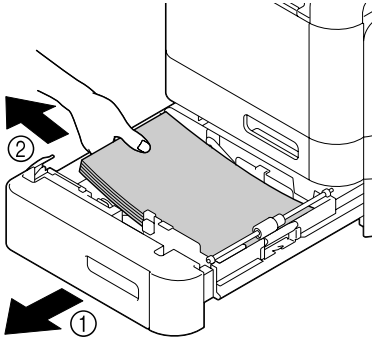
2 Carefully pull out the misfed media.



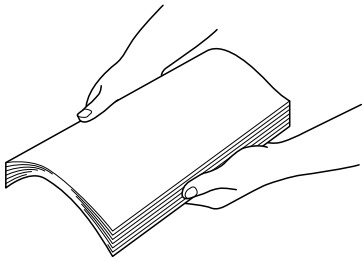
3 Close the right side cover of Tray 3.



4 Pull out Tray 3, and then remove all paper from the tray.



5 Fan the paper you removed and then align it well.



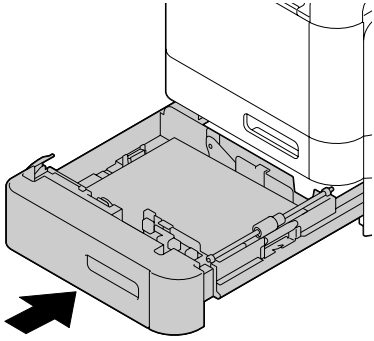
6 Load the paper face up in Tray 3.

Make sure that the paper is flat.

Do not load paper above the ▼ mark.

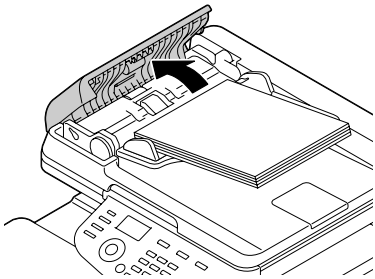
Slide the media guides against the edges of the paper.

7 Close Tray 3.

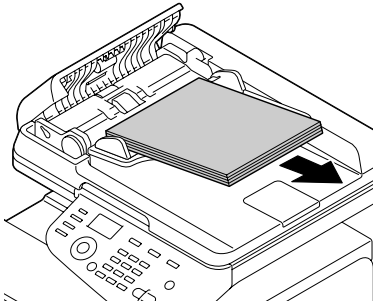


Clearing a Media Misfeed from the ADF

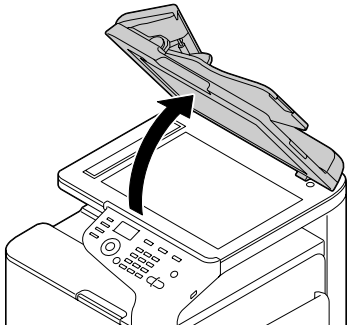
1 Open the ADF feed cover.



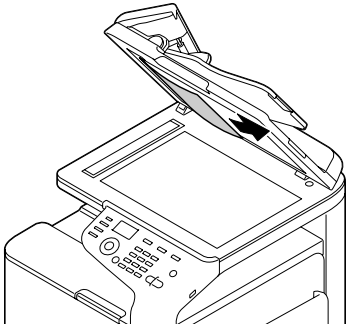
2 Remove the document from the ADF document feed tray.



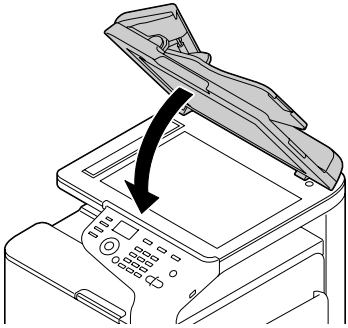
3 Lift to open the ADF cover.



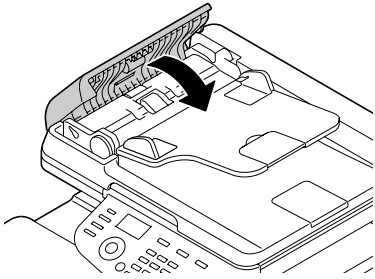
4 Remove any misfed media.



5 Close the ADF cover.



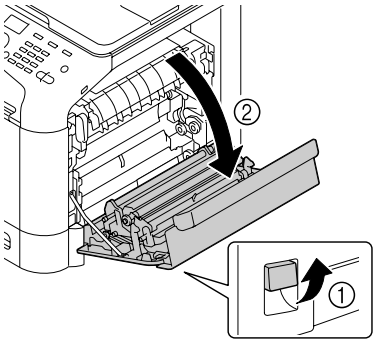
6 Close the ADF feed cover.



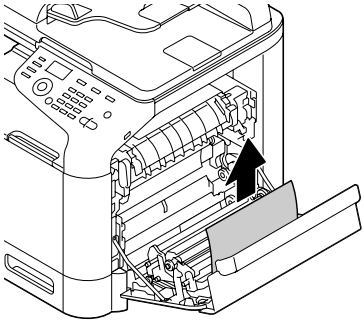
Clearing a Media Misfeed from the Duplex

1 Pull the lever, and then open the right door.

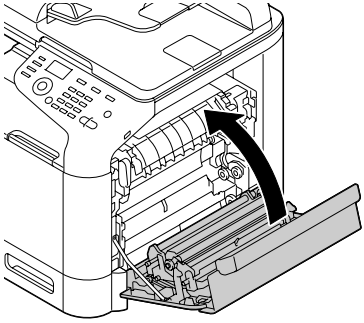
Before opening the right door, fold up Tray 1.



2 Carefully pull out the misfed media.



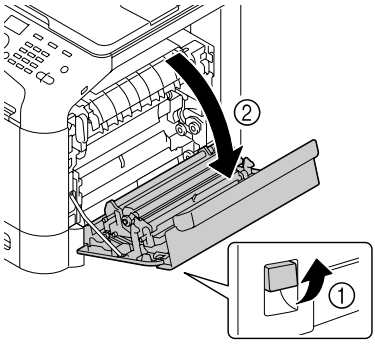
3 Close the right door.



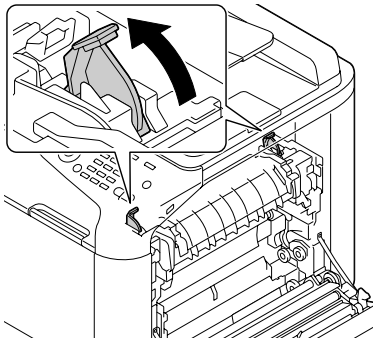
Clearing a Media Misfeed from the Fuser Unit

1 Pull the lever, and then open the right door.

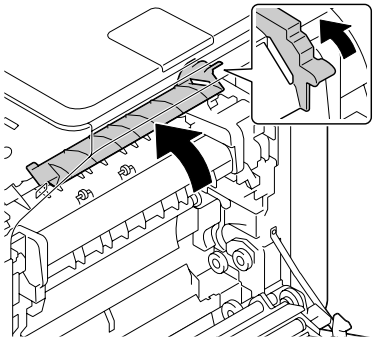
Before opening the right door, fold up Tray 1.



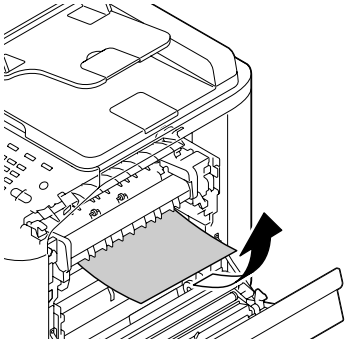
2 Lift up the 2 levers.



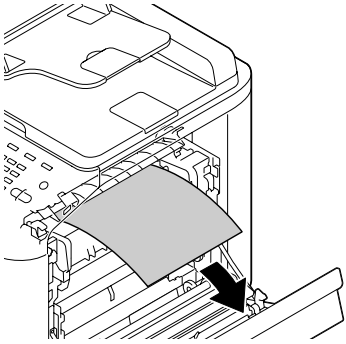
3 Open the fuser unit cover.

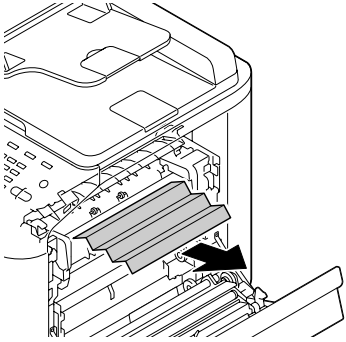


4 Carefully pull out the misfed media.



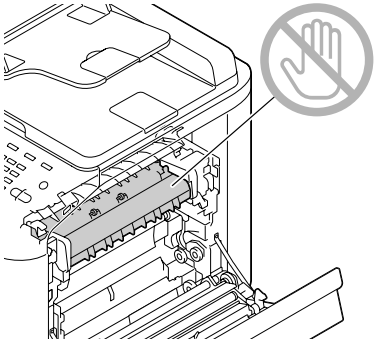
If the misfed media cannot be removed by pulling it down, pull it from the top of the fuser unit.





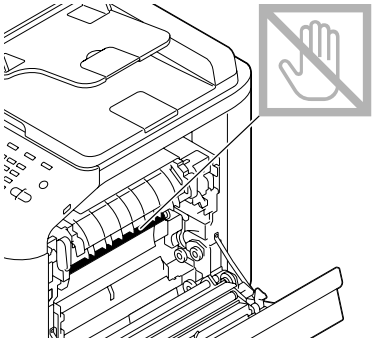
CAUTION

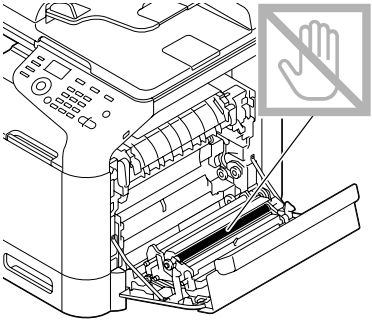
The area around the fuser unit is extremely hot.
Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.



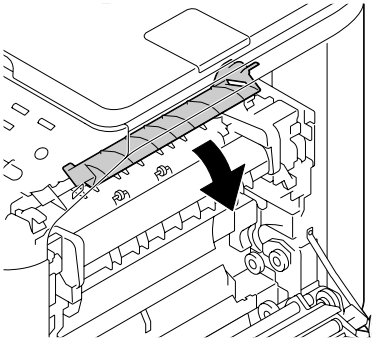
Note

Decreased print quality may result if the surface of the image transfer belt or the transfer roller is touched.
Be careful not to touch the surface of the image transfer belt or transfer roller.

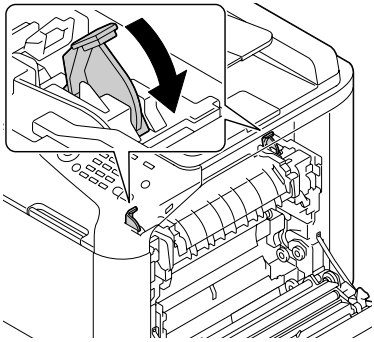




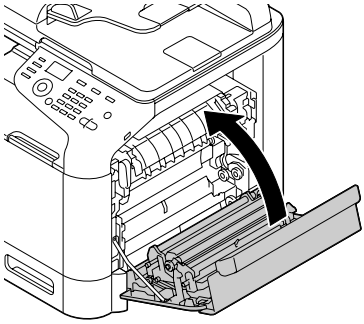
5 Close the fuser unit cover.



6 Push down the 2 levers.



7 Close the right door.



Solving Problems with Media Misfeeds

Frequent misfeeds in any area indicate that area should be checked, repaired, or cleaned. Repeated misfeeds may also happen if you're using unsupported print media or original media.

Symptom	Cause	Solution
Several sheets go through the machine together.	The front edges of the media are not even.	Remove the media and even up the front edges, then reload it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Media misfeed message stays on.	Front cover needs to be opened and closed again to reset the machine.	Open and close the front cover again.
	Some media remains misfed in the machine.	Check the media path again to make sure that you have removed all of the misfed media.
Duplex misfeeds.	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See "Specifications" on page 3-2. Also, refer to http://konicaminolta.com for a complete list of currently approved media.
		Plain paper, recycled paper, special paper and thick stock can be autoduplexed if the media type is set properly in the driver. See "Specifications" on page 3-2.
		Make sure that you have not mixed media types in the tray.
		Do not duplex, envelopes, labels, letter head, postcards, glossy media, or single side only paper.
	Media is still being misfed.	Check the media path inside the duplex again to make sure that you have removed all of the misfed media.

Symptom	Cause	Solution
Media is misfed in the ADF.	The loaded document does not meet the specifications.	Load the correct document. For details on the documents that can be loaded, refer to “Documents that can be loaded into the ADF” on page 3-33.
	The loaded document exceeds the maximum capacity.	Load the document so that it does not exceed the maximum capacity. For details on the documents that can be loaded, refer to “Documents that can be loaded into the ADF” on page 3-33.
	The document guides were not slid against the edges of the document.	Slide the document guides against the edges of the document. For details on loading the document, refer to “Loading a document into the ADF” on page 3-35.

Symptom	Cause	Solution
Media is misfeeding.	The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray.
	The number of sheets in the tray exceeds the maximum allowed.	Remove the excess media and reload the correct number of sheets in the tray.
	The media guides are not correctly adjusted to the media size.	Adjust the media guides in the Tray 1 to match the size of the media.
	Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Envelopes are loaded in Tray 2, 3.	Envelope must be loaded in Tray 1 only.
	Labels, postcards, thick stock, letterhead or glossy media are loaded in Tray 3.	Special media must be loaded in Tray 1 or 2.
	Custom-sized media is loaded in Tray 3.	Custom-sized media can be loaded in Tray 1 or 2. See “Media” on page 3-2.
	The recommended label sheet is facing the wrong way in Tray 1.	Load the label sheets according to the manufacturer’s instructions.

Symptom	Cause	Solution
Media is misfeeding.	Envelopes are facing the wrong way in Tray 1.	Load the envelopes in Tray 1 with the flaps facing up.
		If the flaps are on the long edge, load the envelopes with the flap edge toward the machine and the flap side facing up.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See “Specifications” on page 3-2. Also, refer to http://konicaminolta.com for a complete list of currently approved media.
	The media feed roller is dirty.	Clean the media feed roller. For more details, refer to “Media Rollers” on page 9-5.

Solving Other Problems

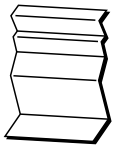
Symptom	Cause	Solution
Machine power is not on.	The power cord is not correctly plugged into the outlet.	Turn off the machine, confirm that the power cord is correctly plugged into the outlet, and then turn on the machine.
	Something is wrong with the outlet connected to the machine.	Plug another electrical appliance into the outlet and see whether it operates properly.
	The power switch is not correctly turned on (I position).	Turn the power switch off (O position), then turn it back to the on (I position).
	The machine is connected to an outlet with a voltage or frequency that does not match the machine specifications.	Use a power source with the specifications listed in Appendix, “Technical Specifications.”
The control panel displays [Toner Low] much sooner than expected.	One of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	Printed with heavy toner coverage.	See specifications in Appendix.
Cannot print the machine status list.	The tray is empty.	Check that at least Tray 1 is loaded with media, in place, and secure.
	There is a media misfeed.	Clear the media misfeed.
When the paper type or paper size for Tray 1 is changed, [Check Fax Mode] appears.	If a fax is received, it could not be printed on paper of the currently specified type or size. However, copy and print operations can be performed.	Press the **Fax** key, and then check the error details. To print a received fax, change the paper type to [PLAIN PAPER] and the paper size to [A4], [LEGAL], [LETTER] or [8 1/2 x 13 1/2].

Symptom	Cause	Solution
Printing from a USB memory device is not possible.	The file format (file extension) is not one that can be printed.	Only files with the format (extension) for JPEG, TIFF, XPS or PDF can be printed.
	[MEMORY DIRECT] for the machine is set to [DISABLE].	Change the setting for the [UTILITY] menu/[ADMIN. MANAGEMENT]/ [MEMORY DIRECT] to [ENABLE].
	A public user is not specified for user authentication.	Contact the administrator of this unit.
Printing takes too much time.	The machine is set to a slow printing mode (for example, thick stock).	It takes more time to print with special media. When using regular paper, make sure that the media type is set properly in the driver.
	The machine is set to power saving mode.	It takes time for printing to start in power saving mode.
	The job is very complex.	Wait. No action needed.
	There is not enough machine memory.	Install the optional memory to increase the machine's memory capacity.
	A toner cartridge for a different region or an unapproved toner cartridge is installed ([Wrong Toner X] is displayed in the message window).	Install a correct KONICA MINOLTA toner cartridge approved for your specific machine.
	If an error has been detected during printing job transmission in the Copy mode, it takes a while to process the error and resume the printing operation.	Wait. No action needed.
Blank pages are printed.	One or more of the toner cartridges are defective or empty.	Check the toner cartridges. The image will not print correctly or not at all, if the cartridges are empty.
	The wrong media is being used.	Check that the media type.

Symptom	Cause	Solution
Not all pages print.	A different user accidentally canceled the job.	Try printing the remaining pages.
	The tray is empty.	Check that the tray is loaded with media, in place, and secure.
	A document is printed with an overlay file which has been created by an unsuitable printer driver.	Print the overlay file using a suitable printer driver.
Some parts of the image are lost with 2in1 (4in1) copying.	When printing envelopes, the zoom ratio was specified, and then 2in1 (4in1) copying was set.	With 2in1 (4in1) copying, the zoom ratio is automatically adjusted. For 2in1 (4in1) copying on media with a narrow printing area, such as envelopes, set 2in1 (4in1) copying, and then adjust the zoom ratio, if necessary.
Machine resets or turns off frequently.	The power cord is not correctly plugged into the outlet.	Turn off the machine, confirm that the power cord is correctly plugged into the outlet, and then turn on the machine.
	A system error occurred.	Contact Technical Support with the error information.

Symptom	Cause	Solution
You are experiencing duplex problems.	Media or settings are not correct.	Make sure that you are using correct media. ● See “Specifications” on page 3-2. Also, refer to http://konicaminolta.com for a complete list of currently approved media. ● Do not duplex custom-sized media, envelopes, labels, postcards, letterhead, glossy media, or single side only paper. ● Make sure that you have not mixed media types in the tray.
		In the Windows printer driver ([Layout]/[Print Type]), choose [Double-Sided].
		Set duplex (double-sided) copying. For details on setting duplex (double-sided) copying, refer to “Setting Duplex (Double-Sided) Copying” on page 6-11.
		For N-up on duplexed pages, choose [Collate] only in the printer driver’s [Basic] tab. Do not set collation in the application.
It takes a very long time to transfer scan data to the USB memory device.	The response time may be slow depending on the USB memory device that is used.	Wait until the transfer is finished.
It is not possible to enter Scan mode or Fax mode.	An error has occurred in Copy mode.	Correct the cause of the error, and then enter a different mode.

Symptom	Cause	Solution
With N-up on multiple copies, the output is incorrect.	Both the printer driver and the application have been set for collation.	For N-up on multiple copies, choose [Collate] only in the printer driver's [Basic] tab. Do not set collation in the application.
Booklet Left and Right Binding output is incorrect.	Both the printer driver and the application have been set for collation.	For [Booklet] ([Left Binding] and [Right Binding]), choose [Collate] only in the printer driver's [Basic] tab. Do not set collation in the application.
You hear unusual noises.	The machine is not level.	Place the machine on a flat, hard, level surface.
	The tray is not installed correctly.	Remove the tray that you are printing from and reinsert it completely into the machine.
	There is a foreign object stuck inside the machine.	Turn off the machine and remove the object. If you cannot remove it, contact Technical Support.
When copying or scanning with the ADF, a band appears at the end of the image or paper (5 to 6 mm).	A malfunction may have occurred while paper was being transferred with the ADF.	If a band appears in the copy after copying, select a copy density setting that is one level darker. If a band appears in the image after scanning, scan using the original glass.
Scanned images are noisy.	Resolution is set to [150x150dpi] while the scan mode is set to [MIX] or [TEXT].	Set the scan mode to [PHOTO].
Some areas of the scanned image are missing.	Acrobat 8 (Macintosh version) is used for scanning the image.	With the Acrobat Scan setting, turn off the OCR and Filtering functions.

Symptom	Cause	Solution
The web-based utility cannot be accessed.	The PageScope Web Connection Administrator's password is incorrect.	The PageScope Web Connection Administrator password has a 0-character minimum and an 16-character maximum. For details of the PageScope Web Connection administrator password, refer to the [Reference Guide] on the Documentation CD/DVD.
Media is wrinkled. 	The media is moist from humidity or having water spilled on it.	Remove the moist media and replace it with new, dry media.
	The media feed roller or fuser unit is defective.	Check them for damage. If necessary, contact Technical Support with the error information.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See "Specifications" on page 3-2. Also, refer to http://konicaminolta.com for a complete list of currently approved media.
Data was sent to the machine, but it doesn't print.	An error message is displayed in the message window.	Handle according to the message displayed.
	A job may be cancelled if user authentication setting is specified.	Click the User Authentication button in the printer driver, and then type in the necessary information before printing.
The hard disk was automatically formatted.	The hard disk was full.	Delete print jobs and resources (fonts, forms, etc.) which were saved on the hard disk using Download Manager or PageScope Web Connection.
The CompactFlash card was automatically formatted.	The CompactFlash card was full.	When the control panel displays [MEMORY NEAR FULL], delete resources (fonts, forms, etc.) which were saved on the memory card using Download Manager or PageScope Web Connection.

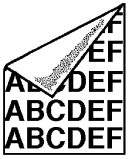
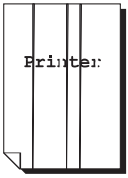
Solving Problems with Printing Quality

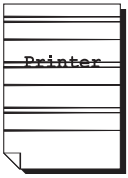
Symptom	Cause	Solution
Nothing is printed, or there are blank spots on the printed page.	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check if any is damaged.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
	The media is moist from humidity.	Adjust the humidity for media storage. Remove the moist media and replace it with new, dry media.
	The media set in the printer driver mismatches the media loaded in the machine.	Load the correct media in the machine.
	Several sheets are being fed at the same time.	Remove the media from the tray and check for static electricity. Fan plain paper or other media, and replace it in the tray.
Entire sheet is printed in black or color.	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Image is too light; there is low image density. 	Laser lens is dirty.	Clean the laser lens.
	The copy density is set too light.	Select a darker copy density.
	The media is moist from humidity.	Remove the moist media and replace with new, dry media.
	There is not much toner left in the cartridge.	Replace the toner cartridge.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	Media type is set incorrectly.	When printing envelopes, labels, letter head, postcards, thick stock, glossy media, single side only paper or special paper, specify the appropriate media type in the printer driver.
Image is too dark. 	The copy density is set too dark.	Select a lighter copy density.
	The document was not pressed close enough against the original glass.	Position the document so that it is pressed close enough against the original glass. For details on positioning the document on the original glass, refer to “Placing a document on the original glass” on page 3-34.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Image is blurred; background is lightly stained; there is insufficient gloss of the printed image. 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
	The original glass is dirty.	Clean the original glass. For details, refer to “Cleaning the Machine” on page 9-4.
	The original cover pad is dirty.	Clean the original cover pad. For details, refer to “Cleaning the Machine” on page 9-4.
The print or color density is uneven. 	One or more of the toner cartridges may be defective or low.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
	The machine is not level.	Place the machine on a flat, hard, level surface.
Irregular print or mottled image appears. 	The media is moist from humidity.	Adjust the humidity in the media storage area. Remove the moist media and replace it with new, dry media.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See “Specifications” on page 3-2. Also, refer to http://konicaminolta.com for a complete list of currently approved media.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
There is insufficient fusing or the image comes off when rubbed. 	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See “Specifications” on page 3-2. Also, refer to http://konicaminolta.com for a complete list of currently approved media.
	Media type is set incorrectly.	When printing envelopes, labels, letter head, postcards, thick stock, single side only paper or special paper, specify the appropriate media type in the printer driver.
There are toner smudges or residual images. 	One or more of the toner cartridges are defective or installed incorrectly.	Remove the toner cartridges and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
There are toner smudges on the back side of the page (whether or not it has been duplexed). 	The media transfer roller is dirty.	Clean the media transfer roller.
		If you think the transfer roller should be replaced, contact Technical Support with the error information.
	The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
	One or more of the toner cartridges are defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
Abnormal areas (white, black, or color) appear in a regular pattern. 	The laser lens is dirty.	Clean the laser lens.
	A toner cartridge may be defective.	Remove the toner cartridges with the color causing the abnormal image. Replace it with a new toner cartridge.
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
Image defects. 	The laser lens is dirty.	Clean the laser lens.
	A toner cartridge may be leaking.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	A toner cartridge may be defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Lateral lines or bands appear on image. 	The machine is not level.	Place the machine on a flat, hard, level surface.
	The media path is dirty with toner.	Print several sheets and the excess toner should disappear.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
Colors look drastically wrong.	One or more of the toner cartridges may be defective.	Remove the toner cartridges and verify that the toner is distributed evenly on each cartridge roller, and reinstall the toner cartridges.
Colors are not registering properly; colors are mixed or have page-to-page variation.	Gradations are not adjusted correctly.	Set [MACHINE SETTING]/[CALIBRATION] in the [UTILITY] menu to [ON], and then perform the AIDC color calibration. For details, refer to "MACHINE SETTING Menu" on page 2-24.
	The front cover is opened during the calibration.	
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
The color has a poor reproduction or has poor color density.	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.

If the problem is not resolved, even after all of the above have been performed, contact Technical Support with the error information.

Status, Error, and Service Messages

Status, error, and service messages are displayed in the message window. They provide information about your machine and help you locate many problems. When the condition associated with a displayed message has changed, the message is cleared from the window.

Status Messages

This message...	means...	Do this...
ACCEPTED	The settings were applied.	No action needed.
DATA RECEIVING	This machine is receiving data.	
SLEEP MODE (Nothing displayed)	The machine is in Energy Save mode to reduce power consumption during periods of inactivity.	
NONE	The object does not exist.	
PC SCAN CANCEL	The scan job was canceled from the driver.	
PLEASE WAIT!	The AIDC color calibration is being performed. The AIDC color calibration is performed automatically in the following circumstances. • When the machine is turned on • When the machine recovers from Energy Save (Sleep) mode • When the machine is restarted after settings have been changed • After a toner cartridge is replaced This process maintains optimum print quality.	

This message...	means...	Do this...
PRINT WAITING	The machine is waiting to print.	No action needed.
PRINTING	The machine is printing.	
SEARCHING	The machine is searching data.	
SCANNING	The machine is scanning the document.	
Warming Up	The machine is warming up or AIDC is being performed.	

Error Messages

For details on fax error messages, refer to the [Facsimile User's Guide] on the Documentation CD/DVD.

This message...	means...	Do this...
ADDRESS IS TOO LONG	The e-mail address retrieved from the LDAP server exceeds 64 characters.	This machine can handle addresses containing no more than 64 bytes. Use a shorter address.
CANNOT CONNECT xxx Server	A connection with the specified server could not be established.	Check the settings in the [NETWORK SETTING] menu, and then try connecting again.
CANNOT GET IP xxx Server	The IP address of the specified server could not be obtained from the DNS server.	Check the settings in the [NETWORK SETTING] menu, and then try sending the data again.
Check Print Mode=◀	A printer error occurred during printing.	Press the ◀ key to check the error, then take the appropriate measures.
PC CONNECTION FAILED	While data was being sent in Scan mode, the connection to the computer was interrupted.	Check the connection with the computer and the scanner driver status, and then try sending the data again.

This message...	means...	Do this...
COMMUNICATION ERROR USB Memory	While data was being sent in Scan mode, the connection to the USB memory device was interrupted.	Check the connection to the USB memory device, and then try sending the data again.
COMMUNICATION ERROR xxx Server	While data was being sent in Scan mode, the connection to the server was interrupted.	Check the settings in the [NETWORK SETTING] menu, and then try sending the data again.
DISCONNECT USB Memory	The connection to the USB memory device was interrupted.	Check the connection to the USB memory device, and then try sending the data again.
DISCONNECT xxx Server	The connection to the server was interrupted.	Check the settings in the [NETWORK SETTING] menu, and then try connecting again.
Fuser Unit Life	The time to replace the fuser unit has been reached.	Replace the fuser unit.
I-UNIT END REPLACE x	The time to replace the indicated imaging unit has been reached.	Replace the indicated imaging unit.
I-Unit End x	The time to replace the indicated imaging unit has been reached.	Replace the indicated imaging unit.
I-Unit Life (x)	The time to replace the indicated imaging unit has been reached.	Replace the indicated imaging unit.
I-Unit Low x	The indicated imaging unit is low and should be replaced within 200 pages at 5% coverage of Letter/A4 paper.	Prepare the indicated imaging unit.

This message...	means...	Do this...
INCORRECT TONER CHANGE x TONER	The indicated toner cartridge is not correct.	Replace the indicated toner cartridge with a correct one.
INCORRECT PAPER SIZE	The paper size set in the tray is not correct.	Follow the message and replace the paper.
JOB CANCELED	While a document was being scanned from the original glass in Scan mode, more than one minute had passed after the first page of the document was scanned or the data could not be sent. Therefore, the scan job was automatically canceled.	Turn the machine off, and then, after waiting a few seconds, turn it on again. When sending multiple pages, for example, from a book, scan the first page, and then scan the next page within one minute.
MEMORY NEAR FULL	There is not enough space (less than 50 MB) available on the CompactFlash card.	Delete jobs stored on the CompactFlash card, or format the CompactFlash card.
MEMORY FILE FULL	The maximum number of 1,024 image data files has been reached.	Turn the machine off, and then, after a few seconds, turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution), and then try printing again.
MEMORY FULL	The machine has received more data than can be processed with its internal memory.	Turn the machine off, and then, after a few seconds, turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution), and then try printing again.

This message...	means...	Do this...
NO DUPLEX PAPER CLOSE DUPLEX FUNC. OR CHANGE PAPER SIZE	Duplex (double-sided) printing is specified, but paper with a size incompatible with duplex (double-sided) printing is selected.	Switch to simplex (single-sided) printing, or select paper with a size compatible with duplex (double-sided) printing.
NO NETWORK SETTING	The network settings had not been completely specified when the machine was switched to Scan mode.	Before scanning in Scan mode, specify the network settings in the [NETWORK SETTING] and [E-MAIL SETTING] menus.
NO SUITABLE PAPER LOAD PAPER (xxx)	Paper suitable for printing is not loaded in a paper tray.	Load paper suitable for printing into a paper tray.
NON SUPPORT PAPER CLOSE MANUAL DUPLEX OR CHANGE PAPER SIZE	The paper is incompatible with duplex (double-sided) printing.	Switch to simplex (single-sided) printing, or make sure that the paper is a type compatible with duplex (double-sided) printing.
NOT E-MAIL ADDRESS	When the destination for the scan data was specified, a fax number registered in the favorite list or as a speed dial destination or group dial destination has been selected.	Directly type in the destination for the scan data, or specify an e-mail address registered in the favorite list or as a speed dial destination or group dial destination.
NOT INSTALLED I-UNIT CHECK x	The indicated imaging unit is not installed.	Install the indicated imaging unit.
NOT INSTALLED TONER CHECK x	The indicated toner cartridge is not installed.	Install the indicated toner cartridge.

This message...	means...	Do this...
NOT REGISTERED	No speed dial destination or group dial destination is registered.	Directly type in the destination address for the scan data, or register a speed dial destination or group dial destination and try specifying the destination address again.
OUTPUT TRAY FULL REMOVE PAPER	The output tray is full of paper.	Remove all paper from the output tray.
OVER SEARCH TIME	Communication with the LDAP server has timed out.	Establish a connection with the LDAP server again.
PAGE NO. NOT MATCH (PRESS ANY KEY)	The front and back sides of the document pages for [2-SIDE➔2-SIDE] or [2-SIDE➔1-SIDE] do not match.	Press any key to cancel the job.
PAPER EMPTY LOAD PAPER (xxx)	The indicated paper tray has run out of paper.	Load media into the indicated tray.
PAPER SIZE ERROR RESET PAPER (xxx)	Paper of the selected size is not loaded in a paper tray.	Load paper of the selected size into a paper tray.
REMOVE ORIGINAL IN ADF	The document is loaded in the ADF while a function is set that requires scanning from the original glass.	Place the document on the original glass.
RESULTS ARE OVER xxx	The LDAP search results exceed the maximum specified with [MAX. SEARCH RESULTS] in the [LDAP SETTING] menu.	Change the maximum setting, or change the search conditions (for example, increase the length of the keyword), and then try performing the LDAP search again.

This message...	means...	Do this...
SERVER MEMORY FULL SMTP Server	The memory of the SMTP server has become full.	Free up some space on the disk, for example, by contacting your server administrator.
THE PARTY IS FULL	The maximum number of 236 destinations for the scan data has been reached.	Send the data, and then try scanning again. Otherwise, delete unnecessary destinations before adding the desired ones.
TONER EMPTY CHANGE x TONER	The indicated toner cartridge has become empty. (This message appears if [TONER EMPTY] on the [MACHINE SETTING] menu is set to [STOP].)	Replace the indicated toner cartridge.
Toner Low x	The indicated toner cartridge is low and should be replaced within 200 pages at 5% coverage of Letter/A4 paper.	Prepare the indicated toner cartridge.
Trans. Belt Life	The time to replace the transfer belt unit has been reached.	Replace the transfer belt unit.
Trans. Roll. Life	The time to replace the transfer roller has been reached.	Replace the transfer roller.
TRAYx OPEN CLOSE TRAYx	The indicated paper tray is open.	Close the indicated paper tray.
USB Dev. Not support	A USB device incompatible with this machine is connected.	Disconnect the USB device from this machine.

This message...	means...	Do this...
USB Hub Not support	A USB hub is connected to this machine.	This machine is not compatible with a USB hub. When connecting USB cables to this machine, do not use a USB hub.
USB MEMORY FULL	There is no space available on the USB memory device connected to this machine.	Delete data from the USB memory device to create free space, or use a different USB memory device.
xxx COVER OPEN CLOSE xxx COVER	The indicated cover is open.	Close the indicated cover.
xxx DOOR OPEN CLOSE xxx DOOR	The indicated door is open.	Close the indicated door.
xxx SERVER ERROR	The file cannot be saved on the indicated server.	Check the status of the indicated server.
WASTE TONER FULL REPLACE BOTTLE	The waste toner bottle is full.	Replace the waste toner bottle.
Waste Near Full	The waste toner bottle will soon be full.	Prepare a waste toner bottle.
Wrong I-Unit x	An imaging unit incompatible with the machine is installed.	Replace the indicated imaging unit with a correct one.
WRONG PASSWORD xxx	The password is incorrect, so the indicated server could not be accessed.	Check the password, and then specify the correct one.
Wrong Toner x	A toner cartridge incompatible with the machine is installed.	Replace the indicated toner cartridge with a correct one.

This message...	means...	Do this...
xxx IS DISABLED	The [TCP/IP], [FTP], [SMTP] or [SMB] settings are disabled.	Enable the [TCP/IP], [FTP], [SMTP] or [SMB] settings.
DESTINATION SET BY MANUAL UP TO 16	There were more than 16 addresses found with an LDAP search.	Increase the number of entered characters, and then perform the search again.

Service Messages

These messages indicate a more serious fault that can only be corrected by a customer service engineer. If one of these messages appears, turn the machine off, then turn it on again. If the problem persists, contact your local vendor or authorized service provider.

This service message...	means...	Do this...
MACHINE TROUBLE SERVICE CALL (xxxx)	An error has been detected with the item indicated “xxxx” in the service message.	Reboot the machine. This often clears the service message, and machine operation can resume. If the problem persists, contact Technical Support.

11 Installing Accessories

Introduction

Note

Any damage to the machine caused by the use of accessories not manufactured or supported by KONICA MINOLTA will void your warranty.

This chapter provides information about the following accessories.

Dual In-Line Memory Module (DIMM)	512 MB DIMM
Lower Feeder Unit PF-P09 (Tray 3)	500-sheet tray included
Hard Disk Kit HD-P03	120 GB SATA Hard Disk
CF Adapter MK-725	Adapter for CompactFlash card
CompactFlash Card	1 GB, 2 GB, 4 GB, 8 GB

Note

The Hard Disk Kit HD-P03 and CF Adapter MK-725 cannot be installed to be used at the same time.
Installing accessories always requires that the machine and accessories are turned off and unplugged during installation.

For details on the available options, refer to http://konicaminolta.com

Antistatic Protection

Note

It's very important to protect the printer controller board from electrostatic damage while performing any task involving the controller board.
Turn off all power switches first. If an antistatic wrist strap is provided in this machine option kit, attach one end of it to your wrist and the other end to the bare metal chassis on the back of this machine. Never attach the wrist strap to any piece of equipment with an electrical current present. Plastic, rubber, wood, painted metal surfaces, and telephones are not acceptable grounding points.
If you don't have an antistatic wrist strap, discharge your body's static electric charge by touching a grounded surface before you handle any circuit boards or components. Also avoid walking around after grounding yourself.

Dual In-Line Memory Module (DIMM)

You may need additional memory (DIMM) for complex graphics and for duplex (double-sided) printing.

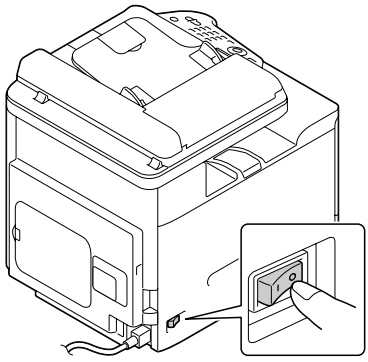
This machine detects only half of the amount of the installed memory. Dual in-line memory module (or DIMM) is compact circuit board with surface-mount memory chips.
There is 384 MB (Printer: 256 MB, Copier: 128 MB) of onboard memory and one available memory expansion slot. The memory can be expanded to a maximum of 896 MB (384 MB + 512MB).

Installing a DIMM

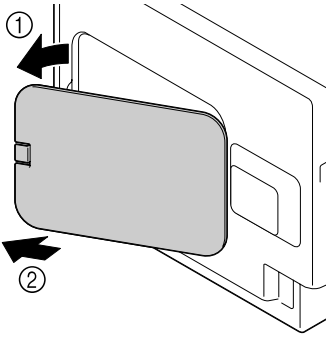
Note

It's very important to protect the printer controller board and any associated circuit boards from electrostatic damage. Before performing this procedure, review the antistatic caution on page 11-3. In addition, always handle circuit boards by the edges only.

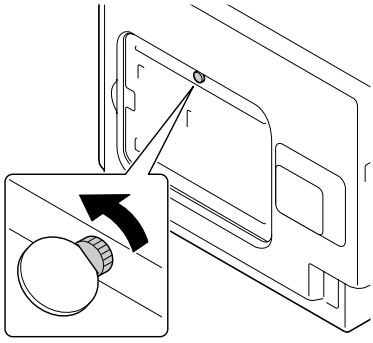
1 Turn off the machine and disconnect the power cord and interface cables.



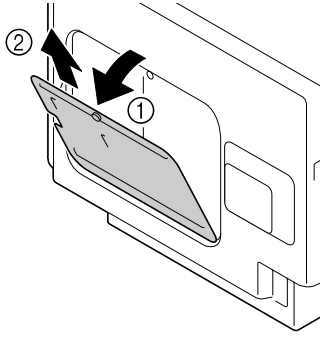
2 Remove the rear cover.



3 Using a coin, remove a screw.



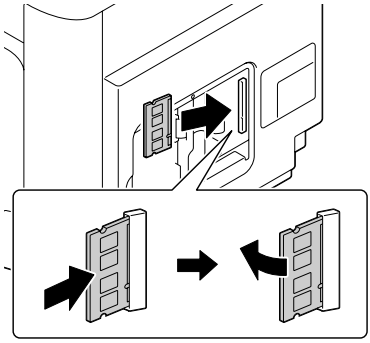
4 Open the cover.



5 Insert the DIMM at an angle (about 45°) into the connector, making sure that the notch on the unit aligns with the tab on connector, and then press down carefully until it clicks into place.

Be sure to handle the DIMM by the edges only.

You will hear a click when the DIMM is properly placed.



6 Attach the cover, and then tighten the screw.

7 Close the rear cover.

8 Reconnect all interface cables.

9 Reconnect the power cord, and turn on the machine.

10 Declare the additional memory in the Windows printer driver ([Properties]/[Configure] tab).

11 Print a configuration page ([REPORT/STATUS]/[REPORT]/[CONFIGURATION PAGE]) and verify that the total amount of the RAM installed in this machine is listed.

Hard Disk Kit HD-P03

If you install a Hard Disk Kit HD-P03, the followings can be performed:

- Job printing/saving
- Fonts/forms/color profile download
- User Authentication
- Direct printing
- Collate printing
- XPS printing

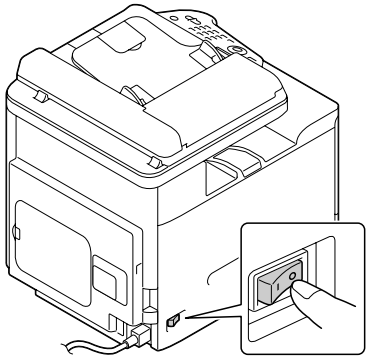
A Hard Disk Kit HD-P03 and a CF Adapter MK-725 cannot be installed simultaneously.

Installing the Hard Disk Kit HD-P03

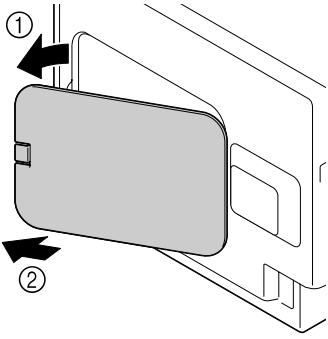
Note

It's very important to protect the printer controller board and any associated circuit boards from electrostatic damage. Before performing this procedure, review the antistatic caution on page 11-3. In addition, always handle circuit boards by the edges only.

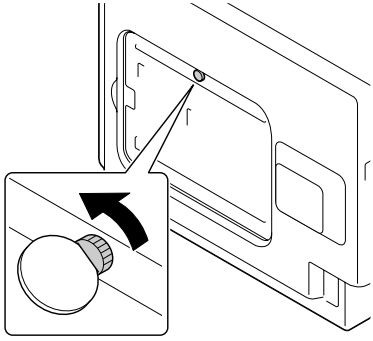
1 Turn off the machine and disconnect the power cord and interface cables.



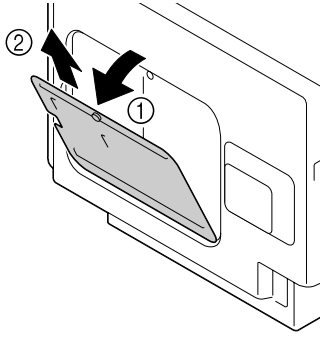
2 Remove the rear cover.



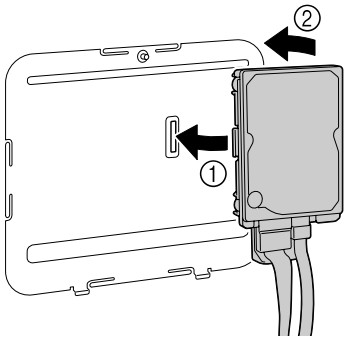
3 Using a coin, remove a screw.



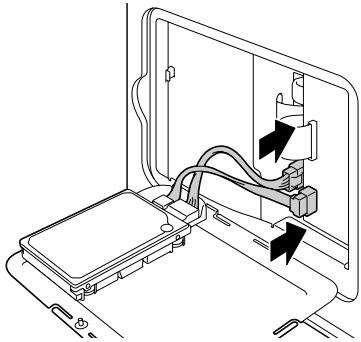
4 Open the cover.



5 Attach Hard Disk Kit HD-P03 to the back of the cover.



6 Plug the two cables on the Hard Disk Kit HD-P03 into the connector.



7 Attach the cover, and then tighten the screw.

8 Close the rear cover.

9 Reconnect all interface cables.

10 Reconnect the power cord, and turn on the machine.

11 Declare the Hard Disk in the Windows printer driver ([Properties]/[Configure] tab).

CF Adapter MK-725 and CompactFlash Card

If you install a CompactFlash card, the followings can be performed:

- Fonts/forms/color profiles download
- User Authentication
- Direct printing (including the use of PageScope Direct Print)
- Collate printing
- XPS printing

Only CompactFlash cards with a capacity of 1 GB, 2 GB, 4 GB or 8 GB can be used.

The job printing/saving function is not available with a CompactFlash card. These functions require that an optional Hard Disk Kit HD-P03 be installed.

A Hard Disk Kit HD-P03 and a CF Adapter MK-725 cannot be installed simultaneously.

Installing the CF Adapter MK-725 and CompactFlash card

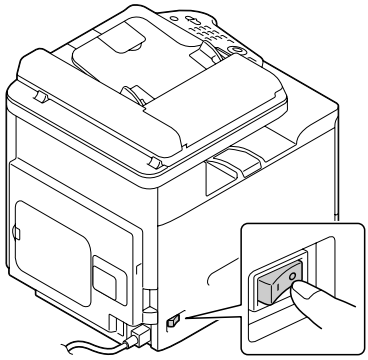
Note

If the installed CompactFlash card is used with a device other than this machine, such as a computer or digital camera, the card is automatically formatted and all of its data is deleted.

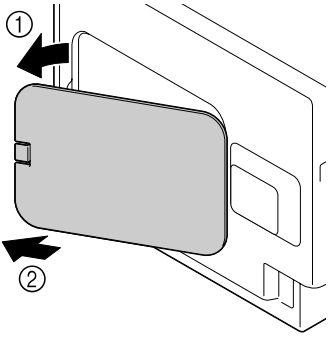
Note

It's very important to protect the printer controller board and any associated circuit boards from electrostatic damage. Before performing this procedure, review the antistatic caution on page 11-3. In addition, always handle circuit boards by the edges only.

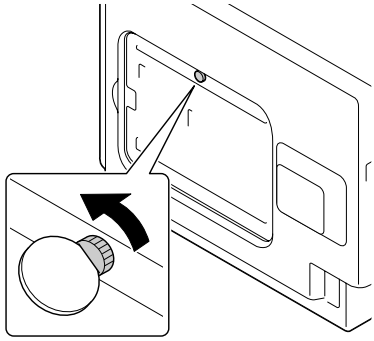
1 Turn off the machine and disconnect the power cord and interface cables.



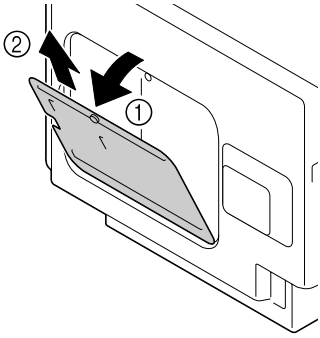
2 Remove the rear cover.



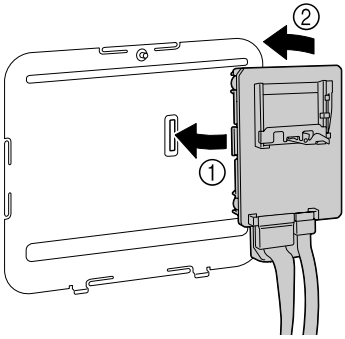
3 Using a coin, remove a screw.



4 Open the cover.

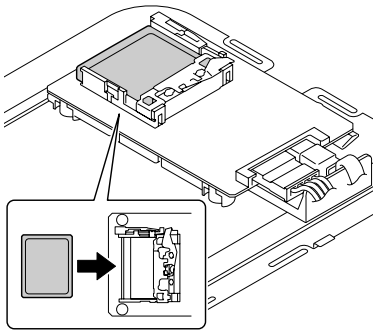


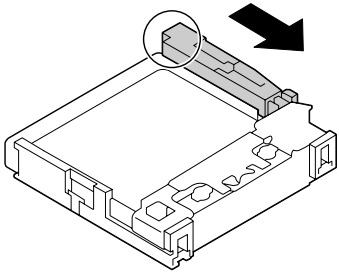
5 Attach CF Adapter MK-725 to the back of the cover.



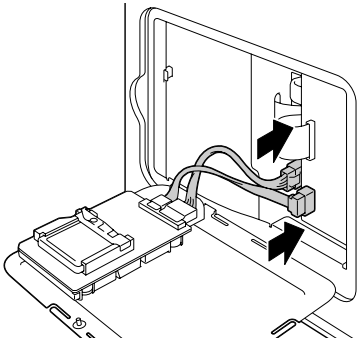
6 Fully insert the CompactFlash card into the appropriate slot. When the CompactFlash card is correctly inserted, the button on the top side of the slot (circled in the illustration) slightly pops out.

Before removing the CompactFlash card, press in this button.





7 Plug the two cables on the CF Adapter MK-725 into the connector.



8 Attach the cover, and then tighten the screw.

9 Close the rear cover.

10 Reconnect all interface cables.

11 Reconnect the power cord, and turn on the machine.

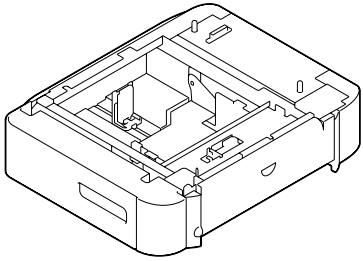
12 Declare the Memory card in the Windows printer driver ([Properties]/ [Configure] tab).

Lower Feeder Unit PF-P09

You can install up to one optional Lower Feeder Unit PF-P09 (Tray 3). The Lower Feeder Unit PF-P09 increases your machine's media feed capacity by 500 sheets.

Kit Contents

- Lower Feeder Unit PF-P09 with a tray (500-sheet capacity)

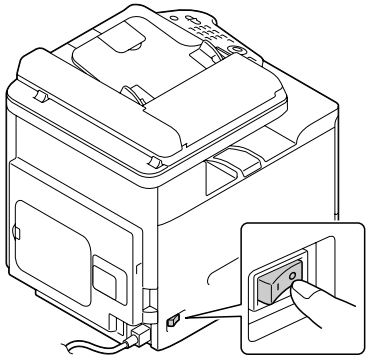


Installing Lower Feeder Unit PF-P09

Note

Since consumables are installed in the machine, be sure to keep the machine level when moving it in order to prevent accidental spills.

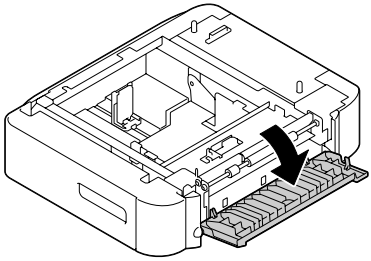
1 Turn off the machine and disconnect the power cord and interface cables.



2 Prepare the Lower Feeder Unit PF-P09.

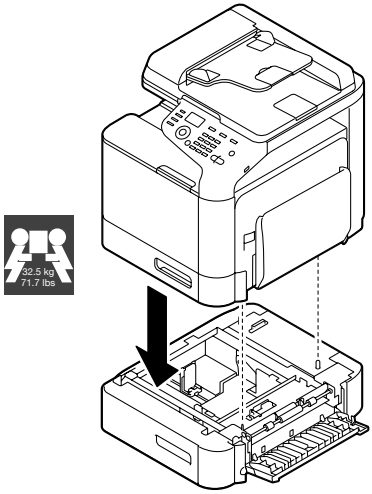
Be sure to place the Lower Feeder Unit PF-P09 on a level surface.

3 Open the right side cover of the Lower Feeder Unit PF-P09.



The right side cover of the lower feeder must be opened before the feeder can be installed onto the machine.

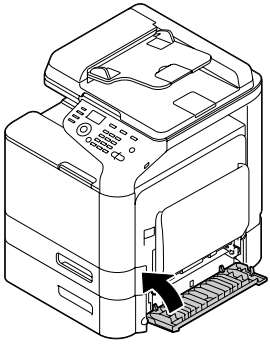
4 With another person's help, place the machine on top of the Lower Feeder Unit PF-P09, making sure that the positioning pins on the Lower Feeder Unit PF-P09 correctly fit into the holes on the bottom of the machine.



WARNING!

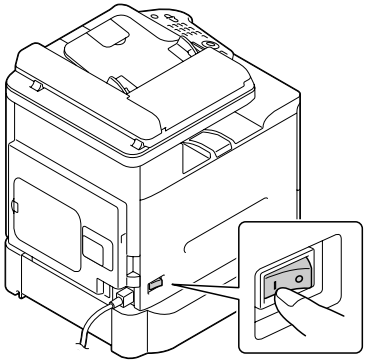
This machine weighs approximately 32.5 kg (71.7 lb) when it is fully loaded with consumables. The machine must be lifted by two people.

5 Close the right side cover of the Lower Feeder Unit PF-P09.



6 Reconnect all interface cables.

7 Reconnect the power cord, and turn on the machine.



8 Declare the Tray 3 in the Windows printer driver ([Properties]/[Configure] tab).

Appendix 12

Technical Specifications

Type	Desktop (Tandem Full Color A4 laser beam printer-based all-in-one)
Photoconductor	OPC
Luminous source	LED
Printing system	Semiconductor laser beam scanning + dry-type electrophotographic method
Developing system	Dry mono-component SMT developing system
Fusing system	Lower free belt fusing system
Resolution	Copying: 600 × 600 dpi Scanning: 600 × 600 dpi, 600 × 300 dpi (when using ADF) Printing: 600 × 600 dpi × 3 bit
First print	Simplex • Monochrome/Full Color 16.0 seconds for A4/Letter (plain paper)
First copy	Simplex • Monochrome 11.0 seconds for A4/Letter (plain paper) (600 × 300 dpi, fastest speed) • Full color 16.0 seconds for A4/Letter (plain paper) (600 × 300 dpi, fastest speed)
Print speed	Simplex • Monochrome/Full Color 24/24 pages per minute for A4 (plain paper)
Copy speed	Simplex • Monochrome/Full Color 24/24* pages per minute for A4 (plain paper) * When using ADF: 20 pages per minute (Monochrome, 600 × 300 dpi) 20 pages per minute (Full color, 300 × 300 dpi) 10 pages per minute (Full color, 600 × 300 dpi)

Warm-up time	Time until machine is ready to begin printing after being turned on (at room temperature (23°C)) Avg. 38 seconds
Media sizes	Tray 1 (manual feed tray) / Tray 2 ● Paper width: 92 to 216 mm (3.6" to 8.5") ● Paper length (Tray 1): 148 to 356 mm (5.8" to 14.0") ● Paper length (Tray 2): 148 to 297 mm (5.8" to 11.7") * Envelopes with a width of 220 mm can be printed from Tray 1 (manual feed tray). Tray 3 (optional) A4, B5, Executive, Letter, G-Legal, Legal
Paper/Media	Plain paper (60 to 90 g/m^2) Recycled paper (60 to 90 g/m^2) Letterhead Envelopes Labels Thick stock 1 (91 to 150 g/m^2) Thick stock 2 (151 to 210 g/m^2) Postcard Glossy 1 (100 to 128 g/m^2) Glossy 2 (129 to 158 g/m^2) Single side only (60 to 90 g/m^2) Special paper (60 to 90 g/m^2)

Input capacity	Tray 1 (manual feed tray) ● Plain/recycled paper: 100 sheets ● Envelopes: 10 envelopes ● Letterhead, labels, thick stock 1/2, postcard, glossy media 1/2: 20 sheets Tray 2 ● Plain/recycled paper: 250 sheets ● Letterhead, labels, thick stock 1/2, postcard, glossy media 1/2: 20 sheets Tray 3 (optional) Plain/recycled paper: 500 sheets
Output capacity	Output tray: 150 sheets (plain paper) / 10 sheets (special paper)
Operating temperature	10 to 30°C (50 to 86°F) *Fluctuations of no more than 10°C (18°F) within an hour.*
Operating humidity	15 to 85% *Fluctuations of no more than 10% within an hour.*
Power supply	110 to 127 V, 50 to 60Hz 220 to 240 V, 50 to 60 Hz
Power consumption	120 V: 1000 W or less 220 to 240 V: 1100 W or less Energy save mode: 34 W or less
Amperage	120 V : 8.2 A or less 220 to 240 V: 4.4 A or less
Acoustic noise	Standby: 33 dB or less Printing: 52.5 dB or less Copying: 53.5 dB or less

External dimensions	Height: 476 mm (18.7") Width: 421.5 mm (16.6") Depth: 544 mm (21.4") *Excluding some protruding parts and the manual feed tray.*
Weight	27.7 kg (61.1 lb) (without consumables) 32.5 kg (71.7 lb) (with consumables)
Interface	USB 2.0 (High-Speed) compliant, 10Base-T/ 100Base-TX/1000Base-T (IEEE 802.3) Ethernet, Host USB (PictBridge1.0, USB Device Printing) RJ-45 connector
Standard memory	Printer: 256 MB, Copier: 128 MB

Consumable Life Expectancy Chart

User-Replaceable

Item	Average Life Expectancy
Toner cartridge	**Standard in-box Cartridge:** 2,000 pages or more (continuous) **Replacement Cartridge (High-Capacity):** 6,000 pages or more (continuous) *Declared yield value in accordance with ISO/IEC 19798.* *The toner cartridge life will be shorter when using intermittent printing.*
Imaging unit	30,000 pages (continuous) 20,000 pages (2 pages per job)
Waste toner bottle	36,000 pages (monochrome) (continuous) 9,000 pages (full color) (continuous) *Declared yield value in accordance with ISO/IEC 19798.*
Transfer roller	100,000 pages
Transfer belt unit	100,000 pages (continuous)
Fuser unit	100,000 pages (continuous)

The values shown above indicate the number of pages for simplex printing using A4/Letter-size media with 5% coverage.
The actual life may differ (be shorter) depending on the printing conditions (coverage, paper size, etc.), differences in the printing method, such as continuous printing or intermittent printing (when print jobs of one page are often printed), or the type of paper used, for example, thick paper. In addition, the life will be affected by the temperature and humidity of the operating environment.

Whether printing in color or black and white, color printers consume a small amount of each toner during the initialization operation when the machine is turned on or off and during automatic adjustments to maintain print quality. Even if an operating error occurred during black-and white printing, color toner is consumed and may need to be replaced.

Service-Replaceable

Item	Average Life Expectancy
Media feed roller	300,000 pages

Entering Text

When specifying the user name or programming the recipient name with one-touch dial keys, letters, accented characters, numbers and symbols can be entered.

Key Operation

Use the keypad to enter numbers, letters, and symbols.

List of characters available with each key of the keypad

Entering Fax Numbers

Keypad Key	Available characters	Available characters (Registration of USER FAX NO.) *	
	[1]	[1]	[A]
1	1	1	-1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	0	0	(space)0
*	*		
#	#		+

* To display your fax number, select [ADMIN. MANAGEMENT]/[USER SETTING]/[USER FAX NUMBER] in the [UTILITY] menu. For details, refer to the [Facsilile User's Guide] on the Documentation CD/DVD.

Entering Names

Keypad Key	Available characters	
	[1]	[A]
1	1	.,'?¿!¡"1-()@/:;_
2	2	ABC2abcÆÇàáâãäåæç
3	3	DEF3defÐèéêëð
4	4	GHI4ghìíîï
5	5	JKL5jkl€£¢
6	6	MNO6mnoØŒñòóôõöøœº
7	7	PQRS7pqrsß$
8	8	TUV8tuvùúûü
9	9	WXYZ9wxyzÞýþ
0	0	(space)0
*		
#	#	*+×÷=#%&<>[]{}|µ^`~

Entering E-mail Addresses

Keypad Key	Available characters	
	[1]	[A]
1	1	.@_-1
2	2	ABC2abc
3	3	DEF3def
4	4	GHI4ghi
5	5	JKL5jkl
6	6	MNO6mno
7	7	PQRS7pqrs
8	8	TUV8tuv
9	9	WXYZ9wxyz
0	0	(space)0
*		
#	#	+&/*=!?()%[]^`´{}|~$,:

Changing Input Mode

Each press of the * key switches the input mode between numbers and letters.

[1…]: Numbers can be typed in.

[A…]: Letters can be typed in.

Inputting Example

The procedure for entering text is described below, using “NJ Office” as an example.

1 Press the * key to change the input mode so that letters can be entered.

2 Press the **6** key twice.
“N” is entered.

3 Press the **5** key once.
“J” is entered.

4 Press the **0** key once.
A space is entered.

5 Press the **6** key three times.
“O” is entered.

6 Press the **3** key seven times.
“f” is entered.

7 Press the ▶ key.
The cursor moves to the right.

8 Press the **3** key seven times.
“f” is entered.

9 Press the **4** key seven times.
“i” is entered.

10 Press the **2** key seven times.
“c” is entered.

11 Press the **3** key six times.
“e” is entered.

Correcting Text and Input Precautions

- To erase all entered text, hold down the **Back** key.
- To delete only part of the entered text, use the ◀ and ▶ keys to move the cursor (_) to the character that you want to delete, and then press the **Back** key.
- If multiple characters are assigned to a single key, [OK=▶] appears at the bottom of the screen.
- If the same key is to be used to enter two characters in a row, press the ▶ key after selecting the first character. (Refer to the above inputting example.)
- To enter a space, press the **0** key.

Our Concern for Environmental Protection

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR Guidelines for energy efficiency.

What is an ENERGY STAR product?

An ENERGY STAR product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

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